



# **A-C CENTRAL STUDENT HANDBOOK 2016-17**

Adopted by Board of Education  
06-15-16

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# MISSION/VISION

*The mission/vision of A-C Central Schools, in partnership with its community, is to equip students for the future, providing a well-rounded education through a rigorous curriculum, using cutting edge technology, and a variety of extra-curricular opportunities to build character and creativity that inspires personal and individual success in whatever our students choose to accomplish.*

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# ***I. GENERAL INFORMATION***

## PHILOSOPHY

The school, as an integral part of the student's total environment which includes the home as well as religious and civic organizations, promotes the continual lifelong educational process. The school then assumes a primary responsibility for the transmission of the cultural heritage as well as the development of an attitude of critical thinking to prepare the student to cope with, adapt to, or change the social and physical environment.

The school also has a role in the development of a positive self-concept, which enables the student to better realize his/her full potential. Thus, the school strives to attain a realistic balance between the needs of the individual and those of society.

## OBJECTIVES

### A. Self-Realization

1. Teach students to express themselves knowledgeably and understandably.
2. Stimulate an inquiring mind and an appetite for learning.
3. Help students reach their potential through realization of their strengths and weaknesses.
4. Foster development of moral character so that students can give responsible direction to their own lives.
5. Promote an interest in physical, as well as intellectual, exercise by encouraging social activities, personal hygiene, teamwork, and good sportsmanship in the development of leisure time activities.

### B. Human Relationships

1. Teach, through example, a respect for humanity, courtesy, and proper social behavior.
2. Foster an appreciation of the home and family as a social institution.
3. Instill an awareness of oneself, as an individual as well as a member of a group, through the development of self-discipline, self-control, interaction and association within our society.

### C. Civic Responsibility

1. Teach students respect for law and authority.
2. Give students a working knowledge of the past while making them aware of their obligations to the future of our society.
3. Help students better understand the responsibilities and rights that accompany citizenship in a democracy.
4. Promote and develop an interest in the current events taking place in our society and the world around us.

### D. Economic Efficiency

1. Guide students through careful career development with regard to activities and vocations which they will find rewarding, enjoyable, and beneficial to society.
2. Encourage students to practice the kind of discipline in their activities that will be expected of them in their vocations and in society.
3. Equip students to be educated, informed, and skillful consumers and who are prepared to plan the economics of their own lives.

## NON-DISCRIMINATION POLICY

District No. 262 shall treat all persons equally without regard to race, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, potential marital status, or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extra-curricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent.

## EMERGENCY SCHOOL CLOSING

We shall attempt to hold school according to the school calendar established by the Board in compliance with the Illinois School Code, (105 ILCS 5/10-19). In case of an emergency and we cannot have school, designated radio stations and television stations

will be notified and will inform you of any change in the regular schedule. You will also be notified by telephone through the automated notification system.

In case of such an emergency, it is necessary to keep the phone lines open so that stations may be notified. We suggest that you listen to your radio instead of calling the office. This also applies when school will be dismissed early because of road conditions.

Designated stations include: Beardstown: WRMS 1790 AM --94.3 FM; Jacksonville: WLDS 1180 AM -- WEAI 107.1 FM, WJIL 1550 AM -- WJVO 105.5 FM; Springfield: WTAX 1240 AM -- WDBR 103.7 FM, WYMG 100.5 FM, WMAY 970 AM -- WNNS 99 FM, WCVS 1450 AM -- WFMB 104.5 FM; and Havana WDUK 993 AM -- Springfield Channel 20 TV -- Quincy Channel 7 TV.

#### FEDERAL AHERA NOTIFICATION

The following Public Notification is being released in compliance with the regulations of the Federal Asbestos Hazard Emergency Response Act (AHERA) guidelines for the management of asbestos containing materials. The Inspection Reports and Management Plans for each school are on file for review at each School Office and for the entire district at the Unit Office in Ashland.

#### PUBLIC NOTICE

This notice is to inform building occupants of the locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Each six (6) months inspections are conducted by accredited persons to determine any change in the condition of the known or assumed asbestos. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who are trained to recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. Additional measures will be taken when needed to protect the health of building occupants.

Materials containing asbestos have been found in the following school buildings:

A-C Central High School  
A-C Central Middle School  
A-C Central Elementary School  
Unit Office

This information is being distributed to all building occupants by:

Mr. Timothy Page, Superintendent  
A-C Central Community Unit School District No. 262  
505 West Fremont Street, P. O. Box 260  
Ashland, IL 62612  
(217)- 476-8112

August, 2016

\_\_\_\_\_  
Mr. Timothy Page, Superintendent

#### PARENTAL RIGHTS AND STUDENT RECORDS

Parents have the right to:

1. Inspect and copy any and all information contained in the student record. There may be a small charge for copies not to exceed thirty (30) cents per page. This fee will be waived for those unable to afford such costs.
2. Challenge the contents of the records by notifying the Principal or Records Custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by the Superintendent.
3. Receive copies of records proposed to be destroyed. The school will notify parents of the destruction schedule.
4. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.

Parents will be notified of their rights concerning student records:

1. at the time of enrollment.
2. at the time their child leaves the school district.

The following is designated as public information and shall be released to the general public unless the parent/guardian requests that any or all such information not be released: information on participation in school sponsored activities, athletics, honor roll; the student's major field of study, and period of attendance in the school. Such information may be released to the Illinois Department of Public Aid for Medicaid eligible students. Receipt of this handbook by the parents fulfills parent notification as to their rights concerning student records upon enrollment. Additional notification will be provided upon leaving the school district.

#### PHYSICAL EDUCATION (PE) UNIFORMS

All high school students enrolled in P. E. classes are required to wear a standard uniform as prescribed by District 262. Uniforms may be purchased from the District. Students should have shoes dedicated to PE and specifically for use in the gym. No shoes worn outdoors will be allowed on the main floor.

All junior high school students in grades 7 and 8, enrolled in P. E. classes are required to wear a standard uniform as prescribed by District 262. Uniforms may be purchased from the District. Students in grades 5-8 should have shoes dedicated to PE and specifically for use in the gym. No shoes worn outdoors will be allowed on the main floor.

All elementary school students are required to wear gym shoes that are used for P. E. classes and recess.

#### RELATIONS WITH PARENTS

A close working-relationship between the home and the school is vital to the success of any educational program. Parents and teachers have much in common; they are both teachers of the same child with each doing his/her teaching at a different time. Also, we have a common friend - your child.

Together we can probably work out many of the difficulties your child is encountering both in and out of school. Parents are welcome at the school at any time. However, arrangements need to be made with the Principal before visiting a classroom. (See section on Visitors Page 6). The faculty hopes that the parents will not confine their visits to the school to the regular visitation days. It is especially important that parents and faculty members confer when report cards or other indications show that the child is meeting with some difficulty. TOO OFTEN THE PARENT FAILS TO BECOME CONCERNED UNTIL THE CHILD HAS RECEIVED A FAILING GRADE. Many times, a conference between the teacher and the parent will result in a solution of the child's problem. The attitude of the parent toward the school will invariably determine the attitude of the child, and the parent can be of great help to the school if the parent will clearly demonstrate to the child interest and confidence in the school.

All parental concerns about school should be brought to the attention of the teacher and/or Principal. If a satisfactory resolution to the concern cannot be reached, then a written report should be filed with the Superintendent.

#### RESPONSIBILITIES OF PARENTS

Parents should be aware that good discipline originates in the home. It is the parents' obligation, by teaching and example, to develop in the child good habits of behavior as well as positive attitudes toward school.

Parents should be fully aware of all school rules and explain them to their children.

Parents are responsible for knowing the student's obligation in attending school. In the event of a student's absence, the parent shall notify the school via phone or prearranged written note. Unless the school has been previously notified about an absence of a student, the school will attempt to contact the parent/guardian concerning the absence by 10:00 a.m. of the day of absence.

Parents are urged to keep in contact with the school regarding any disciplinary action taken toward their students or in regards to their academic achievements. If you have a question about a school problem, please feel free to call the school office.

Parents should safeguard the physical and mental health of the child.

Parents should work with the school in carrying out recommendations made in the best interests of the child.

Parents should encourage and guide wholesome friendships, interests, and activities.

#### TELEPHONE CALLS

Before school, at lunch, and after school in-district calls can be made from the phone on the counter in the office. If an emergency arises, students are to seek the permission of the Principal or his designee to use the telephone other than the times outlined. Students will not be called from class to take a telephone call unless it is of an urgent nature. Messages to students should be of an urgent nature only.

At the Chandlerville complex, all necessary telephone calls may be made on the phone on the counter in the office before school, during the noon hour, or after school. Permission of the teacher and office personnel is required before using the phone at any time. If an emergency arises, students are to seek the permission of the Principal to use the telephone other than the times outlined. Students will not be called from class to take a telephone call unless it is of an urgent nature. Messages to students should be of an urgent nature only.

#### TIME OF SCHOOL DAY

The complete time schedule for all classes will be given to students on the opening day of school, if not before.

The High School, Middle School day will be 8:20 a.m. to 3:11 p.m.

The Elementary will be 8:20 – 2:50. This is done to facilitate transportation issues.

Pupils are expected to leave the school building and grounds promptly at the close of the school day unless they remain to participate in some school activity supervised by a faculty member or an approved volunteer by the administration. No pupil should be in the building earlier than twenty (20) minutes before or later than ten (10) minutes after the scheduled starting and ending time for that day, unless under the direct supervision of a staff member.

#### VENDING MACHINES

The staff vending machines at the Ashland complex may only be used by students 30 minutes after the last bell of the day until midnight accompanied by school personnel. Misuse of these machines and privileges will result in their removal from the building and/or privileges taken away. No food or drink is allowed on the school buses.

#### VISITORS

All parents and visitors, upon entering and exiting the building, are to report to the office to sign in and sign out. Messages or materials will be conveyed to the proper students at the opportune time. Parents visiting the classrooms must obtain prior permission from the Principal. The Principal of a building may refuse admittance to anyone when refusal, in the Principal's judgment, would be in the best interest of the operation of the school. Student visitors will not be allowed during the school day. Alumni visitors will be allowed during lunch only with the approval of an administrator. Preschool-age visitors will only be permitted when accompanied and supervised by a parent/guardian.

#### BUDGET POSTING

As per state law, the budget for A-C Central CUSD #262 is posted on the district website [www.a-ccentral.com](http://www.a-ccentral.com).

## **II. ACADEMIC INFORMATION**

#### ADDING OR DROPPING CLASSES

No high school student will be permitted to add or drop a full-year course after the first four (4) calendar days of the first semester. High school students will be allowed to add or drop semester courses during the first four (4) calendar days of each semester. All additions or withdrawals from classes during the first four (4) days must have the signed approval by the teachers, parent/guardian, school counselor and Principal. Extenuating circumstances may be considered by the Principal. All Middle School classes are considered to be year-long courses except Art, General Music, Health, Exploratory classes and Computers. Middle School classes are not eligible to be dropped.

#### ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Unfortunately, some students experience difficulties and failures that impact the timely completion of their high school career. The need for alternative opportunities may be made available to those that genuinely need remediation.

The following methods of remediation can assist students in completion of their high school experience:

Alternative School Placement: Some students find that the traditional school is not their best avenue for success. It can be possible for students experiencing difficulties at A-C Central Schools to be referred to an alternative school program that has met Board approval. The following list of criteria will be used when making such a referral:

- A. The Principal must approve all referrals.
- B. No high school student may receive more than ½ credit per semester above what they would receive during one semester at A-C Central High School.
- C. All students must attend a combination of at least eight (8) semesters total during their high school career before they are issued an A-C Central High School diploma.
- D. Any student removed from the alternative school for attendance or discipline issues more than once will lose their referral to the alternative program from A-C Central. Depending on his/her age, the student must return to A-C Central and rejoin his/her class, move to another district and enroll there and, if he/she chooses, pursue educational opportunities on his/her own.
- E. Any special education student that requests a referral to an alternative school setting must be staffed out of the special education program prior to enrolling at any alternative school. The parent or guardian must sign a document stating that they agree with the placement. It is understood that all special education services will cease to be provided when they attend the alternative school setting.

As per board policy:

Other alternative opportunities include correspondence courses, online courses through IVS, and cooperative programs through CACC, LTECH and PORTA. For information about specific courses, please see the guidance counselor or administration. These opportunities are available for those students who qualify. Tuition and fees for these options vary according to the provider. The student assumes the responsibility for all fees related to correspondence courses. Fees for Distance Learning and/or IVS may be waived, but only with administrator approval. Cooperative programs such as LTECH, CACC, and PORTA, will have fees paid by the school district. HOWEVER, STUDENTS FAILING ANY COOPERATIVE COURSE WILL BE BILLED FOR THE COURSE.

Capital Area Career Center: The Capital Area Career Center (CACC) is located at 2201 Toronto Road in Springfield, Illinois. Programs offered include Auto Technology and Servicing, Collision Repair Technology, Communications and Media, CISCO, Cosmetology, Culinary Arts, Early Childhood Care and Education, Electrical / HVAC, Health Occupations, Law Enforcement, Power Equipment Technology, and Welding.

CACC programs are open only to high school juniors and seniors. Students attend ½ day, each day.

LTech: LTech courses are offered at PORTA High School. Programs offered include Auto Technology Servicing and Collision Repair, Culinary Arts, and Health Occupations.

LTech programs are open to only high school juniors and seniors. Students attend a ½ day at A-C Central and ½ a day at PORTA.

Students requesting classes offered at both CACC and Ltech will be enrolled at Ltech.

Illinois Virtual School: Illinois Virtual School (IVS) is an online program of courses administered by the Illinois State Board of Education. A variety of academic programs are offered including several AP courses. Any programs offered at A-C Central cannot be taken through IVS. Only high school juniors and seniors may take an IVS course. IVS courses must be preapproved by the administration.

Grades earned in such cooperative classes from CACC, LTech and PORTA count towards a student's Grade Point Average, class rank, and eligibility for athletic and extra-curricular activities. Grade points will be determined by the LETTER GRADE received where: A+ = 4.0, A = 3.75, A- = 3.5, B+ = 3.25, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = .67 and F = 0.0.

Correspondence Courses: A course taken via correspondence through a Board approved program is allowed for credit using the following rules:

- A. A course may be used for an enrichment course or remedial course, but not included for Grade Point Average or Class Rank.
- B. A course may be taken and used as credit to meet graduation requirements only after the junior year and only to make up a required course or to supplement the number of credits to meet graduation requirements.
- C. Students taking a correspondence course must also carry a full academic class schedule each semester.
- D. All costs of a correspondence course are the responsibility of the student.
- E. A course in the local curriculum may be taken by correspondence only after having taken it locally and having failed to receive credit.
- F. No more than one (1) credit toward graduation and no more than one-half (½) credit in any one subject area may be earned by correspondence.
- G. All correspondence courses must be approved by the Principal before the course is begun.

#### Homebound Instruction

It is necessary sometimes for students to receive school instruction at home or a similar site. Reasons for this instruction could be because of health issues or possible incarceration and are subject to limitations as provided in the Illinois School Code. Cooperation between the student, parents/guardians, and the school is imperative. If it becomes evident that this cooperation is not present, homebound instruction services may be withdrawn.

#### Summer School Programs

Summer school programs in the elementary and middle school are designed for remediation and/or enrichment in academic areas. Placement is by teacher recommendation with approval of the Principal.

High school students are allowed to make-up credits for graduation through local summer school programs, when offered, or the use of other Board approved summer school programs, with the approval of the Principal. The following rules apply to summer school programs:

- A. Credits received in summer school are remedial in nature and grades received are not included in Grade Point Averages or used for Class Rank.
- B. A course taken in summer school is allowed for credit only after the student has taken the course locally and failed to receive credit.
- C. All tuition costs for summer school are the responsibility of the student and or parent/guardian.

#### CLASSIFICATION OF HIGH SCHOOL STUDENTS

Students at the high school are classified by credits earned:

- FRESHMAN -- First year of high school and less than the six (6) credits earned.  
SOPHOMORE -- Minimum of six (6) credits earned, and attended at least two (2) semesters in high school classes.  
JUNIOR -- Minimum of twelve (12) credits earned and attend at least (4) semesters in high school classes.  
SENIOR -- Minimum of eighteen (18) credits earned and attended at least six (6) semesters in high school classes.

Students will start and finish a school year in the same grade classification, with the exception of students that can graduate their fourth year of high school and start the year as a junior. Students will only participate in grade level activities (class trips, prom,



fundraising activities, and field trips) once at each grade level. Students will take appropriate grade level tests once at that grade classification.

#### GUIDELINES FOR JUNIOR HIGH AND ELEMENTARY RETENTION

Although it is the goal of the faculty and staff to see every student promoted to the next grade, sometimes students will be considered for retention or assignment to summer school for the following year. On some occasions, students do not demonstrate the skills to warrant promotion to the next grade. The following guidelines will be used to make decisions regarding retention / summer school:

- A Middle School student that fails two (2) or more core classes each semester or a total of four (4) or more core semester classes for the year will automatically be considered for retention or conditional advancement with summer school completion.
- An Elementary student that has an average of D or F or U in two or more core subjects after the first three quarters will automatically be considered for retention or conditional advancement with summer school completion.
- An Elementary or Middle School student that is absent more than 15% of the scheduled attendance days will be subject to retention recommendation by administration. Extenuating circumstances may be considered prior to a final decision being made.
- The Principal will provide a minimum of thirty (30) days advanced notice, prior to the end of school to parents if a student is being considered for retention or summer school.
- State law and school board policy specifically prohibits promotions to the next grade for social reasons.
- The school will also consider standardized test scores and student attendance as factors in the decision.
- For students receiving Special Education services, the school will also consider whether students are meeting goals from their Individual Education Plan (IEP), recommendations of the Special Education teacher, and recommendations of the Multidisciplinary Committee.

#### GRADING SYSTEM

Pupils will be issued a report card after each quarter and semester of school. The District grading scale of A = 93 - 100; B = 86 - 92; C = 78 - 85; D = 70 - 77; F = 69 and below will be used. For more information, see Grade Weighting which is used at the high school level only. The high school semester grade will be a cumulative running average from the first day of the semester until the end of the semester. For the purpose of determining the semester average in the middle school, the minimum "F" grade for any quarter shall be 50%.

#### GRADE WEIGHTING

The general philosophy at A-C Central High School is that the top students in a graduating class are those students that attempt the most difficult classes and at the same time attempt more of those classes throughout their high school career than the average student. These students should be recognized for their efforts, such as by class rank. This will be accomplished by giving academic points for courses taken. The more difficult the course, the more academic points will be awarded for comparative grades.

Class Rank will be determined by a weighted GPA. The weights will be 3.0 for SRS/SRC Classes, 4.0 for all regular education classes, and 5.0 for the following courses: Algebra III, Trigonometry, Calculus, Pre-Calculus, Anatomy/Physiology, Physics, Chemistry II, any AP class, any Honors course, and College Credit Courses (not Occupational or Remedial.) Honors, AP, Dual Credit and other appropriate cooperative classes may also be eligible for weighted averages.

Valedictorian and Salutatorian honors will be based on the GPA at the end of the seventh (7th) semester of academic work.

#### HONOR ROLL

An honor roll will be published for each grading period at the high school and the junior high school levels only. All courses taken will be included and figured equally in determining the honor roll. A "D" or "F" in any subject will eliminate the student from the honor roll. Honor Roll will be determined by an average percentage grade from all courses taken.

Placement on the Honor Roll will be in the following categories:

High Honors

All A's and a 3.5 or better

Honors  
Honorable Mention

All A's and B's and a 3.0 or better  
B average and a minimum GPA of 3.00

The following scale will determine GPA based on percentage grade:

Percentage Grade	3.0 Scale SRC Courses	4.0 Scale Regular Courses	5.0 Scale - Advanced Courses
100	3	4	5
99	2.9285	3.9285	4.9285
98	2.857	3.857	4.857
97	2.7855	3.7855	4.7855
96	2.714	3.714	4.714
95	2.6425	3.6425	4.6425
94	2.571	3.571	4.571
93	2.5	3.5	4.5
92	2.35	3.35	4.35
91	2.2075	3.2075	4.2075
90	2.065	3.065	4.065
89	1.9225	2.9225	3.9225
88	1.78	2.78	3.78
87	1.6375	2.6375	3.6375
86	1.5	2.5	3.5
85	1.375	2.375	3.375

Percentage Grade	3.0 Scale SRC Courses	4.0 Scale Regular Courses	5.0 Scale - Advanced Courses
84	1.25	2.25	3.25
83	1.125	2.125	3.125
82	1	2	3
81	0.875	1.875	2.875
80	0.75	1.75	2.75
79	0.625	1.625	2.625
78	0.5	1.5	2.5
77	0.375	1.375	2.375
76	0.25	1.25	2.25
75	0.125	1.125	2.125
74	0.1	1	2.1
73	0.075	0.875	1.875
72	0.05	0.75	1.75
71	0.025	0.625	1.625
70	0.0125	0.5	1.5
69	0	0	0

INCOMPLETE GRADES

Students with excused absences will be given two (2) school days for each day absent to turn in the work that was missed, regardless of A or B day, unless prior arrangements have been made with the teacher or the absence was for a prolonged period of time. Student absences falling on the day of a scheduled test or advance assignment shall be treated in the following manner:

1. The test will be taken by the student the first day the student returns to school.

2. The advance assignments are due the day the student returns to school.

It is the student's responsibility to pick up their assignments and see that the work is complete.

When an incomplete grade is recorded in lieu of a grade for any grading period, the student will have one week (5 school days) to complete their work for a grade. All incomplete work not made up in this time limit will be recorded as a "0" for the grade period and grades will be figured accordingly.

Extenuating circumstances may be considered to alter this policy if presented to the Principal by the parents. The Principal's decision may be appealed to the Superintendent.

#### LATE ASSIGNMENTS

At the Junior High School and High School level, assignments that are late (not due to absence) will be reduced in grade. If they are turned in by the next regularly scheduled class time for that subject, the reduction will be twenty percent (20%). If not turned in by the next regularly scheduled class time for that subject, the grade given will be a zero.

#### LOSS OF CREDIT

Any High School student that is absent more than fifteen (15) percent of the scheduled attendance days may suffer a loss of credit in any or all courses recording those absences. Extenuating circumstances will be considered by the Principal prior to making the final decision in each instance.

#### REQUIREMENTS FOR GRADUATION

In order to graduate, students must earn twenty-five (25) credits and successfully complete their Senior Transitions coursework. Of the twenty-five (25) credits required, seventeen (17) must be in the following areas:

- 4 --- English
- 1 --- Composition/Speech
- 3 --- Mathematics (with one year of Algebra and one year of Geometry)
- 3 --- Science (Biology, Chemistry, & Physics)
- 1 --- American History
- .5 --- Civics
- .5 --- Illinois History
- 1 --- Social Studies elective
- .5 --- Health Education
- .5 --- Consumer and Resource Management
- 1 --- Fine Arts (Art, Band, Chorus), Foreign Language, or a Vocational subject (Agriculture, Business, Home Economics, Or Industrial Technology)
- 4 --- Physical Education

All Freshmen are required to complete two (2) semesters of English, Mathematics, Science, and Physical Education, one (1) semester of Illinois History, and one (1) semester of Health Education.

All Sophomores are required to complete two (2) semesters of American History, English, Mathematics, Science, and Physical Education. Sophomores are required to take one (1) semester of Composition and one (1) semester of Speech. It is recommended that they complete one (1) semester of Driver Education.

All Juniors are required to complete two (2) semesters of English, Mathematics, Survey of Science and Physical Education. Juniors are required to complete one (1) semester of Civics and one (1) semester of Consumer Resource Management unless a proficiency examination is passed exempting them from this course. Passing the Illinois Constitution and the United States Constitution test is required for graduation.

All seniors are required to complete two (2) semesters of English and two (2) semesters of Physical Education. Each year, graduating seniors are required to perform at least nine (9) hours of service to the school or community and nine (9) hours of a senior learning project and complete a senior portfolio in order to graduate. Four and a half (4.5) hours of the service hours can be done during the summer before their senior year. Students will be evaluated based on project participation, completion, and Drop

Everything and Read grades. The program is broken into two main areas: Service Learning Project and Community Service which will be presented as a Senior Portfolio.

Juniors and Seniors may waive Physical Education if they meet the requirements specified on the waiver form and have passed all four (4) semesters of Physical Education required for graduation. Requests for a waiver form should be directed to the Guidance Director.

### SEMESTER EXAMS

All high school students are required to take semester examinations in all classes (except seniors meeting criteria below). Examination grades are counted as ten percent (10%) of the semester grade.

All students in grade eight are required to take semester examinations in all classes. Examination grades are counted as ten percent (10%) of the semester grade.

All students in grade seven are required to take semester examinations in all classes except art, history of computers, general music, and health. Examination grades are counted as ten percent (10%) of the semester grade.

All students in grade six are required to take semester examinations in only Band, Chorus, and Computers. Examination grades are counted as ten percent (10%) of the semester grade.

Students must be in attendance during the period that they are being tested unless the office receives advance notice from home or a doctor's excuse. Any other absence will be unexcused and the student will receive a grade of "0" on the test. An unexcused tardy to a semester exam will result in an automatic after-school detention. Tardiness to the exam may result in the student not getting complete instructions from the teacher.

All classes will meet and test. Once a student has begun an examination, the student may not leave the testing station except with prior written permission from the Principal. If a student does leave without permission, the test will be collected and the portion of the examination completed will be graded and the proper credit given. Disciplinary action may also follow, if need be. The only exception is the final test of the afternoon.

All seniors are exempt from all second semester exams except those listed in items 1 and 2 below. Seniors may opt to take a specific exam for a specific course. The student must arrange with the teacher to do so at least two (2) weeks prior to the scheduled graduation. Senior students not scheduled for an examination need not be in attendance for the review or the exam. If they are at school, they must be in their assigned class.

An exemption for a senior from a semester examination is a privilege, not a right. Students must maintain proper attendance and discipline in order to retain that privilege.

1. Seniors that have greater than or equal to one (1) or more unexcused absences or trancies, or have missed more than five (5) percent of the scheduled attendance days for the entire year.

2. Seniors that have received any discipline in the categories of Saturday detention, in-school suspension, from-school suspension or their equivalent for the year.

### SPECIAL EDUCATION PROGRAMS AND SERVICES

State and Federal Legislation requires a free and appropriate education for all children with disabilities between the ages of three (3) and twenty-one (21). To meet these requirements, A-C Central Community Unit School District No. 262, in cooperation with the Sangamon Area Special Education District, provides special education programs and services.

Programs and services are designed to meet the needs of students who have disabilities, which adversely affect their success in a preschool or regular classroom setting.

Referrals may be made by parents, teachers, or other concerned individuals. After a comprehensive diagnostic evaluation, a committee of educational personnel determines the child's eligibility for programs and services.

When a child is eligible for special education, an Individual Education Program (IEP) is written which sets goals and recommends services specific to the child's unique needs. Parent/guardian consent is required prior to the evaluation and for special education placement. Parent participation is encouraged at every step.

Special Education referral forms may be obtained from your building principal. Also available upon request are the complete "Explanation of Procedural Safeguards to Parents of Children with Disabilities" and ISBE Regulations governing special education.

The following is a brief description of special education programs and services:

- Supportive Resource Services (SRS) - limited instruction for less than 50% of the school day.
- Supportive Resource Classroom (SRC) - intensive instruction for more than 50% of the school day.
- Early Childhood Program (ECE) - for children ages three (3) - five (5).
- Community Based Education (CBE) - classes for children with severe and profound disabilities.
- Behavior Needs Program - self contained classes and itinerant and consultative services for children whose behavior adversely affects school success.
- Visually Handicapped Program - resource and consultative services.
- Hearing Handicapped Program - resource and consultative services.
- Speech/Language Program

Additional services provided through Sangamon Area Special Education District include: Child Find Services, School Social Work Services, and School Psychological Services, Psychiatric Diagnostic Services, Vocational Education Services, Physical and Occupational Therapy, Orientation and Mobility Training, and Audiological Services.

The Procedures for Behavioral Intervention for Students with Disabilities, as adopted by the Board of Education, is distributed to all students receiving services from Sangamon Area Special Education District. Verification of receipt will be required.

### ***III. STUDENT RIGHTS AND RESPONSIBILITIES***

#### ACADEMIC HONESTY

Any action intended to obtain or assist in obtaining credit for work which is not one's own is considered academic dishonesty. Such actions may include but are not limited to the following:

1. Submitting another student's work as your own.
2. Obtaining or accepting a copy of tests or scoring devices.
3. Giving test questions or answers to a member of a later class or receiving test questions or answers from a member of an earlier class.
4. Copying from another student's test or allowing another student to copy during a test.
5. Using materials which are not permitted on a test. This would include any electronic device.
6. Plagiarizing, copying, or having someone other than the student prepare the student's homework, paper, project, laboratory
7. report, or take-home for which credit is given except in those cases designed as group work by the teacher or specified in the student's Individualized Educational Plan (IEP).
8. Permitting another student to copy, or writing another's homework, project, report, paper, or take-home test.

#### ALCOHOL, DRUGS, LOOK-A-LIKE DRUGS, OR DRUG PARAPHERNALIA

Students are not to be under the influence of or in the possession of an illicit drug, look-a-like drug, cannabis, drug paraphernalia, or alcoholic beverage during the regular school day or at any school sponsored activity conducted at any District No. 262 school or at any location.

School officials will cooperate fully with law enforcement agencies in an effort to control substance abuse.

Students using any controlled substance and/or alcohol who request help from school authorities before discovery by school personnel will be granted services of both the school staff and, if requested, outside agencies without any penalties. Any student found to be under the influence of or in the possession of alcoholic beverages, any controlled or illegal substances, look-a-like drug, or drug paraphernalia may immediately be suspended from school for not more than ten (10) school days and

recommended for expulsion. Parents/guardians and the suspended student may be requested to appear before the Board to discuss the student's possible expulsion from the total school program for up to the remainder of the school term.

At the time of issuance of the suspension, the student and the parent(s)/ guardian(s) shall be notified of an "Early Intervention and Assessment Program" which meets Board approval. The student and parent(s)/guardian(s) will be informed that enrollment in an early intervention program may cause the suspension to be postponed or adjusted.

If the student elects to enroll in the program, the student will be allowed to return to school following the suspension assessed by the Principal, so long as he/she continues in the early intervention program. Students shall be required to maintain a minimum of one (1) contact per week with program personnel in order to remain in school. If participation in the program is interrupted by a student's missing one session, the remaining days of the suspension shall be invoked.

#### PURSES/BOOK BAGS/BACK PACKS

At the middle school and high school level, purses, book bags/back packs must be small enough to fit inside the assigned lockers. They may not be left on the floor next to the lockers.

Purses/book bags/back packs may not be taken to the classroom at the middle school and senior high level. The only acceptable bags allowed in the classrooms are the school-issued bag for carrying the laptops to and from classes.

#### BULLYING AND/OR INTIMIDATION

Bullying, as defined by Illinois Statute, is:

*"any severe or pervasive physical or verbal act or conduct, including communication made in writing or electronically, directed toward a student that has or can be reasonable predicted to have one or more of the following:*

1. *placing the student or students in reasonable fear of harm to the student's or students' person or property;*
  2. *causing a substantially detrimental effect on the student's or students' physical or mental health;*
  3. *substantially interfering with the student's or students' academic performance;*
- or
4. *substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.*

*Bullying ... may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive."*

It is the policy of the Board that bullying and/or intimidation of or by students of the District shall not be permitted.

Bullying and/or intimidation is defined as:

Any aggressive or negative gesture, written, verbal, or physical act that places another student in reasonable fear of harm to his/her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over another student or is cruel to another student perceived to be weaker. Such behavior may include, but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.

Students and/or parents who feel a student is being bullied and/or intimidated are encouraged to notify the District through the Principal/Supervisor or, if the Principal/Supervisor has allegedly committed the act or acts of bullying and/or intimidation, through the Superintendent. Such report shall be made in writing detailing the specifics of the charge. If the student/parent is dissatisfied with the response of the Principal/Supervisor, the matter may be appealed in writing to the Superintendent or to the Board through the Board President.

If there is evidence of violation of this policy, the District shall take appropriate disciplinary action which may include warning, referral to the appropriate social or mental health professionals, detentions, suspension, expulsion, or other action, as may be warranted. Please refer to A-C Central Board Policy 7:20, 7:180 and 7:190 for policies and procedures on the school website for more information.

#### BUS SURVEILLANCE

Students and drivers are subject to audio and/or videotaping while on an A-C Central CUSD #262 bus. This taping may be used in verification of disciplinary behaviors that may be in violation of district and state bus rules.

### CARE OF EQUIPMENT AND BUILDING

Pupils are expected to keep in mind that the building and equipment therein has been put there for their use at considerable expense to the school district, and that it should receive the same care and treatment as one's own property. Any malicious destruction or damaging of school property will result in the offender being required to pay for such destruction or damage and possible suspension from school.

### CELLULAR PHONES, PAGERS, AND ELECTRONIC DEVICES

Middle school and high school students' use of cellular phones, pagers, beepers, or other electronic devices during each class period is expressly prohibited. An after school detention will be issued and confiscation of the phone for the remainder of the day and parents must retrieve the confiscated equipment. Students using this technology during a test or quiz will receive a zero (0) on that test or quiz as this is considered academic dishonesty. During class time, cell phones are to be placed on the student's desk top in plain sight to the teacher.

In certain instances, such as when returning from field trips or games, students may be permitted to use cell phones to contact parents with driver or coach/sponsor permission.

Student cell phone use is not permitted at the elementary school.

### CHILD ABUSE AND NEGLECT

School personnel are required, under penalty of a statute of the State of Illinois, to report to the Department of Children and Family Service any child's injury or condition which reasonably appears to be abuse or neglect. Further, school authorities are required to cooperate with DCFS staff responsible for conducting investigations.

### DRESS

The dress code is in effect at all times in the building as well as at school related activities and practices. The dress code of the school is one that allows the student and parents or guardians to select responsible style of dress. Some articles of clothing that are acceptable outside the school setting may not be considered appropriate for the school day and as a result, should not be worn to school. We do insist that you meet the following criteria:

- Students should not wear clothing or accessories that will impair their health or safety or serve as a distraction for others.
- Students should be neat and clean.
- Students should not wear clothing or accessories that display drug or alcohol advertisements or names, profane language, vulgar statements, satanic symbols, hate messages, sexual innuendos, tobacco ads, death, suicide, or violent messages.
- No masks, hoods, hats, or other forms of headwear including sunglasses are allowed to be worn in the building.
- Cut-off shirts or sleeveless tops not allowed.
- No Yoga pants, leggings, or tights allowed unless under appropriate length skirts, shorts, or tops.
- Bare midriff tops, halter tops, short shorts, mini-skirts, or open mesh clothing without proper undergarments are not allowed. Length of shorts should be to the fingertips when arms are straight at your side.
- Holes in clothing in inappropriate places are not allowed. Pants with holes that are above the fingertip when arms are straight at your side are also not allowed.
- Clothing is to be worn at a level that does not expose undergarments and/or body parts.
- Shoes must be worn at all times.
- Heely roller-skating shoes are not permitted at any time.
- Students are not to wear or display clothing, jewelry, emblem, badge, symbol, sign, signal, or other item commonly associated with membership in or affiliation with a gang or secret society.

Students who have a question about the appropriateness of their clothing should consult the building administrator. The Principal has the right to determine acceptability and to require correction of the situation. Heavy winter coats should be stored in lockers or cubbies and not worn to class.

Student dress, personal appearance, and conduct that disrupts or distracts from the educational process will not be accepted.

### LOCKERS or LOCKER BAY

Lockers are provided for each high school and middle school student for the purpose of storing clothing, books, and personal items belonging to the student. Money or valuables should not be left in a locker. Lockers are to be kept clean and in good order. Any personal items put inside the door are to be secured with a magnet. Periodic inspections will occur and students may be required to

make adjustments. Lockers may be visited before school, during the noon hour, after school, and during passing periods only, except with the permission of the Principal. A lock will be provided for all students for the security of items in their locker. Students are responsible for the lock in case of theft, loss or breakage due to negligence. Students shall be charged for replacement. The locker bay for junior high students is only available before school, during noon hour, and after school.

Physical Education lockers and locks are made available for middle school and high school students. Students shall be charged for replacement of a lock if lock is not returned at the end of the school year.

#### RECIPROCAL REPORTING

If offenses at school involve a misdemeanor or a felony, school officials may, when appropriate, notify the appropriate law enforcement agency.

If local law enforcement agencies become aware of known violations of school policy, as they relate to civil law, by students enrolled in our schools, they are requested to notify the appropriate school official. Such reports may result in disciplinary action by the school.

#### RESPECT FOR TEACHERS, SCHOOL EMPLOYEES, AND FELLOW STUDENTS

The teachers have been employed by the Board after careful investigation, interviews, and consultation. They all have completed four (4) or more years of college preparation in order to teach. They deserve, and we shall require, proper respect and courtesy to them by all students. They shall be addressed as Dr., Mr., Miss, Mrs., or Ms., as the case may be.

All District No. 262 employees are expected to carry out their assigned duties in the best interests of the students. Likewise, it shall be the duty of all students to show respect for and to carry out all reasonable requests of all school employees, whether they be secretaries, cooks, custodians, bus drivers, maintenance personnel, part-time help, etc. Any disrespect, insubordination, or disregard for any school employee's reasonable requests shall be treated as if that request came from a teacher or an administrator. Students shall also respect the rights and privileges of each other.

#### STUDY HABITS

As teachers and parents talk to students who have graduated from high school and are continuing their training, the greatest criticism about school is that they were never taught how to study. The school cannot force good study habits on any student, but we can make suggestions, which, if you follow, should improve your ability to study and also your ability to learn. The school can provide the suggestions; you have to provide the desire to improve your study habits. If you consider school work boring and an unpleasant task that interferes with your other activities, you probably will continually put off studying or do just enough to get by. However, if you get yourself into the right frame of mind and consider study as an important and necessary part of your growing up, you will form better study habits and will find studying easier and more enjoyable. Any task becomes easier and more enjoyable if you approach it with enthusiasm. As a student, you have a full time job, and study is part of the work a student must do, if he is to succeed at his job.

Tips on good study habits include:

1. Keep a notebook in which you write all assignments. Listen to the assignments given. If you do not understand what you are supposed to do, ask questions.
2. Have a schedule for studying. When school is in session, you will find that you have time assigned in the classroom. Arrange your schedule for study according to the time in the classroom. Your schedule must provide time to prepare for each lesson daily.
3. Work on the most difficult task first. Most students will have homework. Schedule time to work in a quiet place where you can concentrate without competition from the television, radio, or other distractions. As you follow a schedule, you will not only study more efficiently, but you will have more time for other interests.
4. When your schedule calls for study, start immediately. When a mechanic starts to repair a car, he must have all his tools ready. Before you start to study, be sure you have all your tools ready for use, i.e., books needed, pencil, pen, dictionary, eraser, or any other materials needed for the particular assignment you are getting ready to study. Stay with the job when you start it.
5. Get acquainted with the book you are studying. Examine the table of contents. What is the chapter or unit heading? What is the author's main idea of the chapter? Some books will have new words to look up before you start to read.
6. Try to recall the previous assignment to tie in with the present one. In most subjects, except in math or some science, it is better to scan or read the entire lesson hurriedly to get a clear idea of the entire assignment. Repeat reading a section or



a paragraph at a time trying to get the main idea of each. Ask yourself, "What is the idea the author is trying to express in this paragraph?" Check for detail the third time over. Jot down the main ideas, in your own words in your notebook.

7. As you study your assignment, give attention to graphs, pictures, charts, or tables that appear. The author put them there for a purpose. Be sure you understand their relation to the assignment. Use the dictionary for new words, and be sure you find correct meaning for the word that will fit in this assignment.
8. You must be able to outline and take notes.
9. If you have difficulty studying, do not be afraid to ask your teacher for help. Teachers are willing and eager to help those who want it.
10. Be your own boss about studying; do not wait to be told when you should get to work.
11. If the lesson has a summary read it carefully. If the author does not give a summary, write your own in your notebook.
12. Try to discuss what you have learned in your assignments with your parents, friends, and classmates.
13. As in many other activities, physical condition is important. Most of you are aware that an athlete must be in good condition to engage in competition. To study, you must be in good condition: rest, a balanced diet, and sleep are of great importance in getting yourself in good condition to study. You must be mentally alert if studying is to be of value to you.

## SEARCH AND SEIZURE

### Search of a Student's Person

District No. 262 teachers and/or administrators shall be authorized to conduct a search of a student's personal effects (for example: purse, wallet, knapsack, book bag, and/or lunch box) without a search warrant when school authorities have a reasonable suspicion that the search will produce evidence that the student has violated a school district policy, rule, or regulation. Law enforcement officials shall not participate in searches anticipated by this policy. Law enforcement officials may conduct searches on school premises pursuant to a valid search warrant or in other cases with the consent of school officials.

The intrusiveness of the search shall be reasonably related to the seriousness of the offense which is believed to have been committed. Prior to any search of a student and/or the student's personal effects with respect to which the student would have an expectation of privacy, school authorities shall make a reasonable attempt, when practical, to notify the parent(s)/guardian(s) of the student of the search. The parent(s)/guardian(s) may request the opportunity to be present during the search. Whenever practical, a parent's/guardian's request to be present during a student search shall be honored and school officials shall encourage the parent's/guardian's participation in the search. If the parent / guardian refuse to conduct the search or if school authorities are unable to notify the parent(s)/guardian(s), or if notification is impractical in light of the particular circumstances, school authorities may conduct the search in a manner which is reasonably related to the objectives of the search and not excessively intrusive. Strip searches and body cavity searches shall not be conducted by school authorities under any circumstances.

Following the search of a student, a written report shall be made by each school authority that conducted or witnessed the search. The written report shall include names, date, time, place, and specific facts concerning the search. The report shall be submitted to the Principal, when appropriate, and a copy shall be sent to the Superintendent. If school authorities were unable to notify the parent(s)/guardian(s) prior to the search, the parent(s)/guardian(s) shall be notified after the search.

### Search of School Property

School lockers and desks are school property which the school allows students to use on a temporary basis. No student should have an expectation of privacy with respect to the contents of a student locker or desk. School authorities may search and/or conduct general administrative inspections of all student lockers and desks at any time to protect the health, safety, and welfare of students, school district employees, or other persons. Searches and/or inspections of public places in the school building, on school grounds, or of school equipment including, but not limited to, lockers, desks, and vehicles owned by the school district may be conducted without notice to, or consent of the student or his/her parent(s)/guardian(s) and shall be conducted without a search warrant.

### Search of Vehicles

If school authorities have reason to believe that contraband or evidence of violation of school rules is contained in a vehicle, the following procedures may be initiated:

1. The Principal or Superintendent shall be notified by the person having knowledge of the facts about the vehicle and its contents. Notification of the Principal and/or Superintendent may be oral, but may include the vehicle's make and model,

color, license plate number, location, owner's name if known, and a summary of the reasons for the suspicion. Whenever possible, the vehicle shall be kept under observation.

2. If the Principal or Superintendent determines a search of the vehicle is appropriate, proper law enforcement authorities shall be contacted and informed of the relevant facts and circumstances. Such law enforcement authorities shall be directed to the vehicle. Any search of the vehicle shall be conducted according to the established procedures of the law enforcement authority conducting the search. The involvement of law enforcement authorities in a search shall not preclude the school district from taking appropriate school disciplinary action if the fruits of the search produce evidence of violation of a school policy, rule, or regulation, or if related facts or evidence establish a violation.

#### Social Media

The administration may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. (105 ILCS 75/10 and 75/15)

#### Seizure of Property

If a search conducted in accordance with this rule produces evidence that the student has violated a school district policy, rule, or regulation, such evidence may be seized and impounded by school authorities and disciplinary action against the student may be initiated. When appropriate, such evidence may be transferred to law enforcement authorities.

In each case where evidence is seized, the school official seizing the evidence shall:

1. Prepare a written report which shall include names, date, time, place, and the specific facts concerning the seizure;
2. Contemporaneously with the seizure, secure the property being seized in a sealed container. The school official shall initial the seal;
3. Secure the sealed container in a safe, locked place provided; however, if securing the container in a safe place requires delivery of the container to any person other than the school official who seized the property, including another school official, a receipt shall be obtained for each such transfer. The receipt shall include the name of the transferor, the name of the transferee, and the date, time, and place of the transfer.

#### SEXUAL HARASSMENT

It is the policy of the Board that sexual harassment of or by students of the District shall not be permitted.

Sexual harassment is defined as:

Any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational opportunities or performance; (2) submission or rejection of such conduct by an individual is used as a basis for education or participation in District activities; or (3) such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile, or offensive learning environment.

Students and/or parents who feel a student is being sexually harassed are encouraged to notify the District through the Principal/Supervisor. If the Principal/Supervisor has allegedly committed the act or acts of sexual harassment, students and/or parents should notify the Superintendent. Such report shall be made in writing detailing the specifics of the charge. If the student/parent is dissatisfied with the response of the Principal or Supervisor, the matter may be appealed in writing to the Superintendent or to the Board through the Board President.

When there is evidence of violation of this policy or violation of Title VII and/or Title IX, the District shall take appropriate disciplinary action which may include warning, suspension, or termination or other action as may be warranted.

#### SURVEYS

Unless a parent/guardian of a student supplies a written certification of disapproval, all students enrolled in A-C Central CUSD # 262 may participate in any survey approved by the Superintendent or his designee.

#### TOBACCO USAGE

The use of tobacco by students, employees, and all other persons is prohibited on school property when such property is used for school purposes whether or not school is in session. Such prohibition shall include all school sponsored activities (home or away) by any individual at any time. School property shall include any property owned, leased, licensed, or contracted by the school district.

For purposes of this policy, "tobacco" shall include cigarettes, E-Cigarettes, vapors, cigars, or tobacco in any other form, including smokeless tobacco, which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked.

At no time are cigarettes or tobacco, in any form, to be found in the student's possession. The same is true for matches or lighters. The above mentioned items may be confiscated and may not be returned.

#### VEHICLE USAGE

District No. 262 furnishes bus transportation to and from school for all students living one and one-half (1 ½) miles or more from their assigned attendance center. It would be highly desirable for all students to use this transportation, since it would eliminate parking, safety, and traffic problems around school.

**STUDENTS DRIVING ANY TYPE OF MOTOR DRIVEN VEHICLE MUST HAVE A DRIVER'S LICENSE OR PERMIT AND PROPER SAFETY EQUIPMENT.**

Motor driven vehicles will be parked in the school parking lot in a designated student area and will not be entered or moved until school is dismissed unless permission is granted by the Superintendent or Principal. Students are not to be in or on a motor driven vehicle during the noon hour. All vehicles must be registered in the office as to ownership and license number.

No middle school student shall be allowed to drive his/her own motor driven vehicle to school.

#### WEAPONS

In general, weapons of any kind are not permitted at school. Weapons include, but are not limited to: fire arms, knives, and brass knuckles. Weapons are defined as any item whose major purpose is to inflict bodily harm. Any item used in a threatening manner may be considered as a weapon.

Possession or use of explosives, firearms, or other dangerous weapons or instruments shall be prohibited on school busses, in all school buildings, on school grounds, or at any school functions at all times.

Students found to be in violation of this policy shall be disciplined by the administration on an individual/age appropriate basis. Disciplinary measures may include counseling, withholding of privileges, and/or suspension or expulsion. The District shall notify the parents/guardians of the action(s) taken and may notify the juvenile authorities. In cases of suspension or expulsion, the District shall follow procedures required by the Illinois School Code, District Disciplinary Code (contained in this document), and Board Policy.

The Gun Free School Act requires the expulsion of a student who brings firearms to school for a period of not less than one (1) calendar year. The Board may modify this requirement on a case-by-case basis.

Items brought to school for use in a school activity (IE. trap shoot or bow and arrow contest) needs prior approval from the principal before bringing the item onto school ground. The item needs to be immediately checked in at the Principal's office upon arrival at school.

## ***IV. STUDENT WELFARE***

#### BUS TRANSPORTATION

The State of Illinois has very strict legislation on the matter of school buses. Our District is interested in carrying out these regulations in order to provide the most efficient and safest transportation possible. Students and drivers are subject to audio and/or videotaping while on an A-C Central CUSD #262 bus. This taping may be used in verification of disciplinary behaviors that may be in violation of district and state bus rules. Usually common sense will clearly tell the pupil what is expected of him/her while entering, riding, or leaving the school bus. The following rules must be obeyed:

1. If you are assigned a seat, you must stay in that seat until you are assigned a new one.
2. **NO** moving of seats, leaning over the seats, or moving around on the bus when it is moving.
3. Keep all body parts and objects inside the bus.

4. The aisle must be kept clear at all times which means NO books, book bags, musical instruments, sports bags, feet, arms, heads, or legs can be in the aisle.
5. The floor of the bus must be kept clean at all times. There are two trash cans: one located at the front and one located at the back of the bus.
6. Windows are only to be lowered to the line and NOT below the line.
7. Bus drivers are permitted to ban all food, candy, or drinks from the bus. .
8. No perfumes, sprays or bottles of lotion are to be open on the bus due to possible allergies.
9. No name-calling or bullying is allowed on the bus.
10. No throwing of objects is allowed.
11. Keep hands, feet and objects to yourself, which means no crowding, pushing, scuffling, and other needless commotions.
12. The noise level MUST be kept to a moderate level so the bus driver can hear emergency vehicles or anything that could cause an accident. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
13. All electronic devices and their uses must be approved by the driver and/or bus monitor. Students must have ear buds or earphones to use their electronic devices. They should be the only one able to hear their electronic device. No sharing of earbuds or earphones is allowed.
14. Students are NOT allowed to take pictures of anyone or anything on the school bus. This is a violation of others' privacy. If pictures are being taken, the camera device will be confiscated and returned at the end of the route.
15. The school is not responsible for lost or stolen items.
16. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment. Parents will be liable for any defacing or damage students do to the bus.
17. Any bus change, whether it is to ride a bus when you are not originally assigned to ride the bus or if your drop off location has changed, must be cleared through the office. This means the student must provide a written note from their parent/guardian that has been signed off on by the office personnel in order for the change to be allowed.
18. You should be waiting at your bus stop on time. An adult must accompany Early Childhood, Pre-K and elementary students at pick up stops or Circle Dr. and must be waiting to get a child at drop off stops or Circle Dr.
19. Be absolutely quiet when approaching a railroad-crossing.
20. Use emergency door only in an emergency. In an event of an emergency, stay on the bus and await instructions from the bus monitor or driver.
21. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
22. Any other behaviors that affect the safe operation of the bus deemed by the administration are prohibited.

#### Loading and Unloading:

When pupils must cross the road to be picked up, the driver, after looking for approaching cars, will beckon them to cross. Pupils must wait for this signal and then cross immediately.

#### CHRONIC COMMUNICABLE DISEASES

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the principal if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

#### GUIDANCE AND COUNSELING

The School Counselor is available to assist students and/or parents with many of their concerns. Some areas of possible involvement include personal concerns, scheduling, post-secondary education and training, financial aid information, career development activities, grades, jobs, scholarships, military information, recommendations, referrals, testing, test result interpretation, and other services provided for students on an individual basis.

#### HEALTH – ADMINISTERING MEDICINES TO STUDENTS

Medication required by a student shall *generally* not be administered at school by a District employee. This policy includes even common and widely used medications such as aspirin.

However, students recovering from temporary illness or on permanent medication who require medication during the school day may bring medication to school following these guidelines:

1. A written statement from the student's physician, indicating the necessity for the medication and proper dosage, time, and duration shall be required. The telephone number of the physician and the name and telephone number of the pharmacy shall be indicated.
2. A written request and permission from the parent to administer the medication shall be required.
3. Medication shall be brought to school in appropriately labeled containers. The name of the student and the name and phone numbers of the physician and pharmacy shall be indicated on the containers.

Medication meeting the above criteria shall be administered by the Principal or his/her designee.

Should a student require a continuing program of medication and it can be demonstrated that the student is of responsible age, arrangements may be made for self-administration of the medicine. This procedure shall be allowed after the following conditions have been met:

1. Written release of liability from the parent/guardian.
2. Written permission from the Principal or his designee
3. Written permission from the doctor.
4. All medicines shall be stored in an appropriate location.

In all cases, the school retains the discretion to reject a request for administering medicine.

Self-administration of asthma medication by a student will be permitted provided:

1. The parents provide written authorization for self-administration.
2. The doctor provides written certification that the student has asthma and is capable of self-administration.
3. The school must inform the parents and they must sign an acknowledgement that the school district personnel incur no liability arising from the self-administration.

#### INSURANCE

An insurance program is made available to the pupils of the district. The fee is nominal. School insurance is compulsory for participation in athletics, cheerleading, marching band, agriculture education, occupation of homemaking, laboratory sciences, and industrial technology unless a waiver is signed by the parent(s)/guardian(s). For exact coverage details, the master policy is on file in the District Office. Brochures outlining coverage under the 24-hour plan are also available in the District Office. Claims service under this coverage is provided by an insurance agency selected by the Board and questions on coverage or claims should be directed to that agency.

#### LUNCH PROGRAM

Lunch is available in the cafeteria. However, lunch will be served only to those students that have a positive amount on their lunch account. Students with a negative amount will be given an alternative lunch peanut butter sandwich or cheese sandwich. Money must be put on their lunch account at a designated area before school or upon first arrival at school. Students are encouraged to put money on their account on a weekly basis on the first school day of the week each week. Cost of lunches are: Adults - \$2.85/day; Grades 5 - 12 - \$2.50/day; and Grades Kdg. - 4 - \$2.30/day. Extra milk or juice may be purchased for \$0.35 per carton. Open campus is not allowed. Students may qualify for free or reduced-price lunches. If a family qualifies, participation in this program can not only benefit students, but also the school cafeteria program as well. It is very easy to apply for participation in this program. Information will be made available at registration time and in the District Newsletter.

#### PHYSICAL, DENTAL and VISION EXAMINATIONS

All pupils entering Pre-K, Kindergarten, first grade, sixth grade, ninth grade or entering an Illinois school for the first time regardless of the student's grade are required by law to have a physical examination by a doctor or health care professional licensed in Illinois or an appointment for that examination before the opening of school. All students transferring from an out-of-state school will have sixty (60) days to present a valid physical examination. Forms for these examinations are available in each school office.

All athletes and cheerleaders must have a current physical examination, less than one year old, before they may participate in practice.

Dental examinations are required at grades Kindergarten, second grade, and sixth grade levels.

Vision examinations are required before entering Kindergarten

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term will have 30 days following registration to comply. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present by October 15, an immunization schedule and a statement of the medical reasons causing the delay signed by an appropriate medical professional.

#### MIDDLE SCHOOL SUPERVISED STUDY

At the Middle School, students frequently have to stay after school and wait for a practice or game. Sometimes, students will also choose to stay to work on an assignment or study for a test. All students that stay after school for any of these reasons must report to supervised study by 3:11 PM. The following rules apply to this program and to any student that is normally transported to and from school by the school district:

## **V. STUDENT ATTENDANCE**

#### ADMITTANCE

Under the educational system of the State of Illinois, children are expected to attend school in the district where their parent(s)/guardian(s) reside. District No. 262 schools are for the benefit of those students whose parent(s)/guardian(s) reside in the district. When parent(s)/guardian(s) cease to reside in the district, then the state laws will be followed regarding the transfer of those students. Out of district students wishing to attend District No. 262 schools must pay tuition and must be approved by the Board. Children of district employees who live out of district may attend tuition free.

A pupil entering high school for the first time will be required to show evidence of promotion from the eighth grade or to present a transcript of credits if they are transferring from another high school. This must be done prior to being placed in a high school scheduled class.

A pupil entering Kindergarten for the first time will have attained five (5) years of age by September 1. The child's parent(s)/guardian(s) may request early admission. Any early admission will be based on the child satisfactorily meeting the District's criteria. Parents should consult with the Elementary Principal to find out the criteria used.

#### ASSIGNMENT OF PUPILS

A pupil entering elementary school from another school district or any home schooled student will be placed in the appropriate grade as determined by the Principal. The decision for grade placement may be appealed to the Superintendent.

Pupils will be placed in the appropriate grade and section of that grade by the Principal.

#### ATTENDANCE POLICY

Each student is expected to attend school regularly and to be on time for classes. Students arriving late, leaving early, or returning to school must sign in/out in the office.

For purposes of determining the amount of absence assessed, the following standards, as established by the Illinois State Board of Education, will be used:

Grades K-1	Full Day - in attendance a minimum of 240 minutes Half Day - in attendance between 120 minutes and 239 minutes Absent - in attendance 119 minutes or less
Grades 2-12	Full Day - in attendance a minimum of 300 minutes

Half Day - in attendance between 150 minutes and 299 minutes  
Absent - in attendance 149 minutes or less

The day of a student's absence, the parent is required to notify the school office by 10:00 am. If this is not done the school will call the parent at home or work until the child is accounted for.

In order to be readmitted to school after an absence, a pupil must present a written excuse signed by a parent/guardian explaining fully the reason for the absence or the parent/guardian must telephone the office explaining the absence. Any absence not covered by a written note or phone contact from the parent(s)/guardian(s), on or before the day the student returns to school, will be considered unexcused.

At the high school and middle school level after accumulating five (5) unexcused absences per semester from any one class, the student will be withdrawn from that class for the remainder of the semester and receive a failing grade, allowing credit for the work completed to date. Any student removed from three (3) or more classes because of excessive unexcused absences may be recommended for an alternative education program. Excused absences will not count against the cumulative allowance. Any suspension from class will not count against the accumulated five (5) day period.

Any High School student that is absent more than fifteen (15) percent of the scheduled attendance days may suffer a loss of credit in any or all courses recording those absences. Extenuating circumstances will be considered by the Principal prior to making the final decision in each instance.

Any Middle School student that is absent more than fifteen (15) percent of the scheduled attendance days will be subject to retention recommendation by administration. Extenuating circumstances will be considered by the Principal prior to making the final decision in each instance.

Parent(s)/guardian(s) will be notified after three (3) and four (4) unexcused absences. After five (5) unexcused absences, parent(s)/guardian(s) will be notified of the loss of credit.

After seven (7) days absence per semester, regardless of whether the absence is excused or unexcused, parent(s)/guardian(s) will be notified that a doctor's excuse will be required for any further excused absence due to illness. If a doctor's excuse is not received within 10 days of the absence it will be recorded as an unexcused absence.

#### Excused Absence - Defined

An absence will be excused, if it is unavoidable and beyond one's control. An excused absence, with make-up work privileges for credit, will be issued for the following absences:

1. Illness of the student
2. Illness in the immediate family
3. Doctor or dentist appointments
4. College/Vocational/Technical School Visitation - Juniors will be granted one (1) day and Seniors will be granted two (2) days when the school is notified in advance and the work is made up according to the teacher's request. Additional days may be excused if pre-approved by the Guidance Director and/or Principal. Visitation days must be used no later than April 30.
5. Death in the family
6. Funeral
7. Family vacation with the parents/guardians when the school is notified in advance and the work is made up according to the teacher's request.
8. Unusually severe weather
9. Impassable roads
10. Personal Business Day - (Maximum of one (1) per year) - This must be pre-arranged by parent(s)/guardian(s) in writing giving the specific reasons. It must be pre-approved by the Principal. Student must not have had a prior unexcused absence during the current year to qualify.
11. Other absences pre-arranged with and approved by the Principal.

#### Excused Absence - Make up Work Time Line

Students who have excused absences will be given two (2) consecutive school days for each day absent to turn in the work that was missed, unless prior arrangements have been made with the teacher or the absence was for a prolonged period of time. Student absences falling on the day of a scheduled test or advance assignment shall be treated in the following manner:

1. The test will be taken by the student the first day the student returns to school.
2. The advance assignments are due the day the student returns to school.
3. It is the student's responsibility to pick up their assignments and see that the work is complete.

#### Unexcused Absence - Defined

All absences not excused will be considered unexcused. An unexcused absence may require time missed from school to be made up during detention periods. The following unexcused absences may not require time to be made up during detention periods:

1. Working.
2. Family vacation when the school is not notified in advance.
3. College Visitation when the school is not notified in advance.
4. Suspension from classes or school.
5. Job Interviews.
6. Taking Driver's License Examination.

#### Unexcused Absence - Penalties For Excessiveness

After accumulating five (5) unexcused absences per semester from any one class, the student will be withdrawn from that class for the remainder of the semester and receive a failing grade, allowing credit for the work completed to date. Any student removed from three (3) or more classes because of excessive unexcused absences may be recommended for an alternative education program. Excused absences will not count against the cumulative allowance. Any suspension from class will not count against the accumulated five (5) day period.

Parent(s)/guardian(s) will be notified after three (3) and four (4) unexcused absences. After five (5) unexcused absences, parent(s)/guardian(s) will be notified of the loss of credit.

After seven (7) days absence per semester, regardless of whether the absence is excused or unexcused, parent(s)/guardian(s) will be notified that a doctor's excuse will be required for any further excused absence due to illness. If a doctor's excuse is not received within 10 days of the absence it will be recorded as an unexcused absence

#### Tardies

Every pupil is expected to be in his/her assigned room and seated when the final bell starting a period rings.

At A-C Central Middle and High School, students arriving late to school or to class will be noted as tardy on the attendance program by the teacher.

Every pupil must present to the Principal, or his designee, a written note from their parent(s)/guardian(s) or a phone call be made by parent(s)/guardian(s) stating the reason for being tardy to school. An admit pass to class will be given.

Habitual tardiness will be cause for disciplinary action. Tardiness will be considered excused or unexcused on the same basis as absences.

Our junior high and high school building guidelines for consequences regarding tardiness are as follows:

- 1<sup>st</sup> and 2<sup>nd</sup> offense – Warning.
- 3<sup>rd</sup> offense – 15 min. detention.
- 4<sup>th</sup> and 5<sup>th</sup> offense – 30 min. detention during day for Junior High students, after school for High School students.
- 6<sup>th</sup> offense – Half day In-School detention for Junior High and High School.
- 7<sup>th</sup> and 8<sup>th</sup> offense – Full-day In-School suspension – one day each offense.
- 9<sup>th</sup> offense and beyond – Out-of-School suspension – one day each offense.

#### Truancy

Students that are truant are defined as unexcused absent from school for one or multiple days. All unexcused absences are considered truancy, but may not require the school to contact a truant officer. Students that are considered truant may be visited by a truant officer that can bring legal issues upon the parents of the truant minor student.



PART-TIME ATTENDANCE BY PRIVATE AND PAROCHIAL STUDENTS

The District will accept private or parochial students who live within the District for part-time attendance in the District’s regular education program, provided there is sufficient space in the school/class. Request for part-time attendance must be submitted by the non-public school principal or the student’s parent(s)/guardian(s). All requests for attendance in the following school year must be submitted before May 1.

The District will accept for part-time attendance those students with disabilities who live within the District and are enrolled in non-public schools. Requests must be submitted by the student’s parent(s)/guardian(s). Special education services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by state and federal law, but not later than the beginning of the next school semester following the completion of the procedures. Transportation for students in part-time attendance shall be provided only if required in the child’s individualized educational program on the basis of the child’s disabling condition or as the special education program location may require.

**VI. STUDENT ACTIVITIES**

EXTRA-CURRICULAR INTERSCHOLASTIC COMPETITION TRIPS

Any participant in an extra-curricular interscholastic competition event must ride to the event on the school bus. However, the parent(s)/guardian(s) may make arrangements personally with the teacher in charge to take only their own child home. The parent(s)/guardian(s) must speak directly to the teacher in charge for such arrangements. The parent(s)/guardian(s) may make prior arrangements, through the Principal’s office, for their child to ride home with another person over the age of eighteen (18) or another responsible person. Forms for this may be obtained from the school office. The player, cheerleader, or participant must be on the bus when it departs to the event in order to participate in that event unless the parent(s)/guardian(s) make prior arrangements with the teacher in charge.

Only employees, parents/guardians, and students of District No. 262 will be allowed to ride to the events on the bus. Any person who is not an employee of, parent/guardian of a student, or a student of District No. 262 must have prior permission of the Principal to ride the bus. Children under middle school high age must be accompanied by a parent/guardian or adult family member. If the student spectator rides to the event on the school bus, he/she will be expected to return on the bus unless the parent/guardian personally makes arrangements with the teacher in charge to take only their own child with them.

These regulations are for the purpose of protection of the student, since it has been proven that the bus is the safest mode of travel for activities away from school. IF THESE RULES ARE TO BE EFFECTIVE, THERE CAN BE NO EXCEPTION. These rules should be displayed in a conspicuous place so the students will be fully aware of them.

EXTRA-CURRICULAR OFFERINGS

District No. 262 offers a full program of extra-curricular activities. Students are urged to participate in these activities. All school organizations shall be under faculty supervision. While some door-to-door campaigns are necessary to support these organizations, every attempt will be made to keep them to a minimum.

According to the policy of the Board, all representatives of District No. 262 shall maintain a neat appearance with regard to dress and hair styles. Proper dress and hair styles will be at the direction of the coaches, sponsors, and the administration.

Class parties and social functions of school organizations will be for members only unless otherwise approved by the Administration.

Athletics

The following sports will be offered at the levels indicated by District No. 262.

<u>Season</u>	<u>Sport</u>	<u>Level</u>
Fall	Football - Boys	HS- A-C / PORTA Co-op
Fall	Football Cheerleading	HS-A-C / PORTA Co-op
Fall	Volleyball - Girls	HS-A-C / PORTA Co-op
Fall	Golf - Boys & Girls	HS-A-C / PORTA Co-op

Fall	Cross Country - Boys & Girls	HS- A-C / PORTA Co-op
Fall	Swimming and Diving - Girls	HS- A-C/PORTA Co-op
Winter	Basketball - Boys	HS – A-C / PORTA Co-op
Winter	Cheerleading - Boys Basketball	HS – A-C / PORTA Co-op
Winter	Basketball - Girls	HS- A-C / PORTA Co-op
Winter	Wrestling	HS – A-C / PORTA Co-op
Spring	Baseball – Boys	HS - A-C / PORTA Co-op
Spring	Softball - Girls	HS – A-C / PORTA Co-op
Spring	Track and Field - Boys & Girls	HS – A-C / PORTA Co-op
Spring	Bass Fishing	HS – A-C
Fall	Baseball – Boys	MS – A-C / PORTA Co-op
Fall	Softball - Girls	MS – A-C
Fall	Golf - Boys & Girls	MS - A-C / PORTA Co-op
Fall	Cross Country - Boys & Girls	MS - A-C / PORTA Co-op
Fall	Football Cheerleading	MS – A-C / PORTA Co-op
Fall	Basketball - Girls	MS – A-C
Winter	Basketball - Boys	MS – A-C
Winter	Cheerleading	MS – A-C
Winter	Volleyball - Girls	MS – A-C
Winter	Wrestling -	MS – A-C / PORTA Co-op
Spring	Track and Field - Boys & Girls	MS - A-C / PORTA Co-op

## NON-ATHLETIC SCHOOL ACTIVITIES/ORGANIZATIONS

### Band

The Band at A-C Central High School has three branches, which offer the student the opportunity to develop and grow musically. Through these groups a student can gain confidence and a positive attitude. Positive performances lead to positive attitudes.

1. Marching Band - Performs at many area as well as state-wide parades and activities. This competitive group starts its season prior to the opening of school and continues into November. Parade marching, show marching, and stand-still performances are all perfected to a quality level.
2. Pep Band - Performs at all high school home basketball games and provides some music for tournaments. Students will be allowed to perform the latest pop music available as well as old favorites.
3. Concert Band - Prepares serious music and enters the IHSA Organizational Contest. Performing in this group will strengthen a student's technique and this in turn upgrades the quality of the other groups. The Concert Band will also perform lighter selections for a concert to be held in the winter and the spring. Students are also encouraged to participate in the IHSA Solo/Ensemble Contest in order to develop their own strength as musicians.

Through the high school band program, a student can develop the ability to work with others as well as developing leadership. Band is also offered at the junior high school. Primarily, it is a concert band. Performances include Winter Concert, Spring Concert, and IESA Organizational Contest. Students are encouraged to participate in the Cass County Solo/Ensemble Contest to develop individual skills.

Band students at both the Junior High and High School level are encouraged to audition for participation in the IMEA District IV Festival.

Beginning Band is offered at the fifth grade.

### Chorus

Chorus is offered in High School and Junior High. The aims are:

1. Improvement of singing skills.
2. The singing and appropriate interpretation of music of various styles and periods.
3. The increase in knowledge and use of the notational system in reading music.
4. Intelligent listening: developing awareness of what is happening rhythmically, melodically, harmonically, and vocally/instrumentally.

5. Opportunities for the group to attend concerts and musicals.

HS Chorus performances include the Winter and Spring Concerts and IHSA Organizational Contest. Students are encouraged to participate in Solo & Ensemble contest to develop individual skills.

JH Chorus performances include the Cass County Choir Festival, Winter Concert, Spring Concert, and IESA Organizational Contest. Students are encouraged to participate in Solo & Ensemble Contest to develop individual skills.

Chorus students at both the Junior High and High School level are encouraged to audition for participation in the IMEA District IV Festival.

#### FFA

Students who are enrolled in an Agriculture Occupations course are eligible to join the FFA. The FFA is an integral part of the agriculture curriculum. Through participation in the FFA, members learn by taking part in and conducting meetings, speaking in public, participating in contests based on occupational skills, earning awards and recognition, and becoming involved in cooperative efforts and community improvement. The FFA Chapter sponsors a wide variety of chapter activities and participates in Sectional, District, State, and National FFA activities.

#### National Honor Society

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in high school students.

To be eligible for membership, the candidate must be a member of the Junior or Senior class and must have a cumulative scholastic average of at least 3.66 on a 4.0 scale. Candidates are then evaluated by the faculty on the basis of service, leadership, and character.

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to uphold these high standards.

#### Scholastic Bowl

All high school students are eligible and selection is based on academic achievement. Teams attend several meets during the year and will participate in IHSA competition.

#### Foreign Language Club

This club will be open to any Freshman, Sophomore, Junior, or Senior that is enrolled in the Foreign Language curriculum at A-C Central High School.

#### Speech Club

Speech Club is comprised of all members of the high school speech team. The speech team is open to all interested students and represents A-C Central in various speaking contests including the IHSA State Series. Preparation begins in October or November and competitions are held on Saturdays from November through February.

#### Weight Lifting Club

This club is open to all students at A-C Central High School.

#### Students Teaching Abuse Resistance - STAR

Students Teaching Abuse Resistance, STAR, is an organization of students interested in promoting healthy lifestyle choices. Monthly meetings include organization of prevention activities and motivational speakers. In addition, students are involved in Red Ribbon Week, a Sweetheart Dance, and Senior Love Feast.

#### Project 2000

A volunteer-based organization whereby high school students present prevention and self-esteem programs.

#### Natural Helpers

A peer-helping activity organized through a student-driven survey. Students engage in a day-long training to learn the helping skill. Students are trained to assist their peers with issues. Also, students are trained to recognize their limits and where and when to seek professional help.

### Student Council

Each year, the classes of the high school elect three representatives to serve on the Student Council. A permanent member is elected in the freshman year, one member is elected each year, and the Vice-President of each class serves on the Student Council. Each organization is allowed representation on the Student Council. Each year the student body elects the officers of the Student Council from the membership of the council. Officers elected are: President, Vice-President, Secretary, and Treasurer.

Each year, the classes of the junior high school elect four representatives to serve on the Student Council. The Student Council elects its own officers from their membership. The officers are: President, Vice President, Secretary, and Treasurer.

### Yearbook

Student staff members are assigned deadlines to plan and prepare the yearbook. The book is a summary of all activities. Work begins in May of the previous year with occasional summer work. Staff members are required to work outside of class time as well as before and after school. Students ordering yearbooks will receive them in the fall.

### FIELD TRIPS

Any trip taken during school hours pertaining to a specific class group under a specific teacher is defined as a field trip. Class members must ride to and from such field trips must ride to and from using school-sponsored transportation or remain in school during the time such trip is taken.

### ORGANIZATIONAL TRIPS

Any trip taken by an authorized school organization or club after school hours is to be classified as an extracurricular activity. Members of the club or organization participating must go to and from such activity on the school authorized bus or vehicle. Any request for a participating student to ride to an event in any vehicle other than the school authorized vehicle must be made in writing and approved by the Principal prior to the event. They may ride home with their parent(s)/guardian(s) from the activity if the parent(s)/guardian(s) personally makes arrangements with the teacher in charge to take only their own child home with them. The parent(s)/guardian(s) may make prior arrangement, through the Principal's office, for their child to ride home with another adult over the age of eighteen (18) or another responsible person. Forms for this may be obtained from the school office or on the school website. If a child belonging to such an organization goes to the activity other than on the school authorized vehicle without approved permission from the principal, he/she will not be allowed to participate in that event that day.

### FAN BUS

Only teachers, fans, and student spectators of District No. 262 will be allowed to ride to the events on the school bus. Children under junior high age must be accompanied by a parent/guardian. If the student spectator rides to the event on the school bus, he/she will be expected to return on the bus unless the parent/guardian personally makes arrangements with the teacher in charge to take only their own child with them.

## **VII. STUDENT FEES**

### ATHLETIC SUPPLIES

The cost of athletic supplies (e.g. shoes, socks, cheerleading equipment, etc.) will be determined by the respective coach and Principal. The entire cost (100%) of the item(s) must be paid by the student before the item is released to the student. NO ATHLETIC MEDICAL SUPPLIES WILL BE PROVIDED BY THE SCHOOL OR PURCHASED THROUGH THE SCHOOL.

### BROADCASTING CLASS FEES

Students enrolled in Broadcasting classes will be assessed a \$15.00 fee to cover the cost of media including CDs and DVDs as well as wear and tear on equipment.

### COMPUTER CLASS AND TECHNOLOGY FEES

All students in grades K – 4 will be assessed a \$20 technology fee, 5-6 will be \$30, and students in grades 7 – 12 will be assessed a \$115 technology fee if paid before September 30 of the current school year. If paid after September 30 the cost will be \$130. This fee is designed to defray the cost of equipment and supplies.

### DRIVER EDUCATION CLASS FEES

Students enrolled for Driver Education will be charged a one hundred twenty-five dollar (\$125.00) fee. This fee will include the licensing fee required by the State of Illinois. The state licensing fee is not eligible for a fee waiver.

#### FEE WAIVER PLAN

Students that have been approved for fee waivers because of financial situations which qualify them for free or reduced lunches may be exempt (except driver's education fees) from the fees described in this section of the Student-Parent Handbook.

#### ART CLASS FEES

Students enrolled in Art classes will be assessed a \$20 fee to cover the cost of media as well as wear and tear on equipment.

#### SCIENCE LAB FEES

A \$15 fee for lab science supply use and glassware loss or breakage will be assessed at registration. The lab fee is designed to offset the cost of the consumable portion of the science curriculum.

#### SHOP (VOCATIONAL) CLASS FEES

Both Agriculture and Industrial Arts courses have a one-time \$20 supply usage fee. The teacher may determine additional shop class fees. When a student decides upon a particular project, the instructor will determine the estimated cost of the project. The student must pay seventy-five percent (75%) of the estimated cost before school-owned materials and supplies are released for student use. The remaining cost must be paid before the finished project is released to the student.

#### TEXTBOOK FEES

Textbooks are school owned and are loaned to students annually for an amount to be set by the Board each year. When a student leaves the District, the books that were loaned are to be turned in and the fees will be prorated for the fraction of a year the student has used the books. Fee refunds will be issued by the District.

Fees for the 2016-2017 school year are:

Kindergarten	If paid by Sept. 30, 2016, are \$60.00; if paid after Sept. 30, 2015, are \$75.00
Grades 1 – 4	if paid by Sept. 30, 2016, are \$65.00; if paid after Sept. 30, 2015, are \$80.00
Grades 5 – 6	if paid by Sept. 30, 2016, are \$70.00; if paid after Sept. 30, 2015, are \$85.00

Early payment discounts will not be an option to anyone who owes for fees from previous years.

A payment plan agreement may be established by the parents/guardians, in order to set up payment procedures.

## ***ACCEPTABLE USE POLICY FOR THE INTERNET***

#### PARENTAL NOTICE

August, 2016

Dear Parents:

The Internet is an online computer network that connects millions of computer users and information resources around the world. Using the Internet will allow students to do research, find homework help, and communicate with students, teachers, scientists, and people around the world from all walks of life.

Part of our responsibility in preparing students for the 21st Century is to provide them access to the tools they will be using as adults. We believe the Internet's global information network and the use of E-mail are two of these tools. The Internet represents a unique opportunity for our students to begin to explore the incredible wealth of online information that will enhance their learning.

Your child's use of the Internet will be supervised by teachers and other staff, and we have taken some measures to limit access to inappropriate material. Please be aware, however, that there are unacceptable and controversial materials and communications on the Internet that your child could possibly access. It is not possible for us to always provide direct supervision of all students, nor can we filter all material posted on network-connected computers around the world.

There may also be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide Internet activities.

Remember that having Internet access and E-mail access is a privilege not a right. We expect students to behave in the online world the same as they would in an ordinary classroom. In order to receive an online account, students must adhere to the rules and regulations for online behavior or risk losing access to the Internet.

Please read carefully the Acceptable Use Policy with your child. A sign off sheet is mailed each school year as part of the student's registration packet. Please sign and return this sheet to your school office as soon as possible. The sign off sheet can be found at the back of this Handbook or in your registration packet.

Sincerely,

Timothy Page  
Superintendent  
A-CC CUSD # 262

Stephen Groll  
Principal  
A-C CHS & A-C CMS

Deborah Rogers  
Principal  
A-C CES

**A-C Central CUSD #262**  
**District Computer and Network**  
**Acceptable Use Policy Agreement**

The A-C Central C.U.S.D. #262 Board of Education supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The use of network facilitates shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Board expects all Faculty, Students, Staff, and Associates to use the District's Computers and Networks responsibly. All computing resources must be used in an Effective, Ethical, and Lawful manner. Users are expected to learn and follow normal standards of polite conduct and responsible behavior in their use of computer resources.

#### Responsibility

The district shall make every effort to ensure that this educational resource is used responsibly by students and staff. Administrators, teachers and staff have a professional responsibility to work to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use the information to meet their educational goals.

The students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. The building Administrator shall have the authority to determine what is inappropriate use, and his/her decision is final. The district network and any access to the Internet exist for the primary purpose of transmitting and sharing information between Academic Organizations. It is the responsibility of each user on the district network or the Internet to recognize his/her accountability in having access to these vast services, sites, systems and people, and to act according to acceptable behavior standards when using them.

There should be no expectation of privacy in any use of E-mail, Internet access, or use of the district's network as a whole. Any and all computers or other devices (i.e. iPods, Cell Phones, etc.) that are connected directly or wirelessly to the district's network infrastructure are subject to inspection and monitoring at any time by District Technology or Administrative Personnel. Random remote monitoring may be done without any indication or notice to any user at any time via; Virtual Network Connection (VNC), packet sniffing, or other means may be employed. Computer files and even deleted files not erased may be accessed and read at any time for monitoring and policy enforcement purposes by authorized personnel.

#### Authority

1. The electronic information available to students and staff does not imply endorsement of the content by the district, nor does the district guarantee the accuracy of information received on the Internet.
2. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.
3. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
4. The district reserves the right to log network use and to monitor file server space utilization by district users, while respecting the privacy rights of both district users and outside users.
5. The Board establishes that the use of the Internet is a privilege, not a right. Inappropriate, unauthorized, or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

### RULES AND PROCEDURES FOR USE OF COMPUTER RESOURCES

#### I. Use of Computer Hardware

1. Computer hardware is like any other District property and shall be treated accordingly. All Computers including Desktops, Laptops, Netbooks, Cell Phones and other District property remain the property of the District. All items must be made available for enumeration, inspection, updating, and or maintenance at any time by District Technology or Administrative Personnel.
2. Only Authorized Individuals will install, service, and/or maintain District-owned Computer hardware.
3. No hardware, including cables or peripherals, may be moved from building to building, removed from the District, or loaned to another District Employee without Authorization from the building Administrators and also the Technology Office.
4. It is the responsibility of the Faculty member to whom the Computer is assigned to Log off the Computer and power down all peripherals at the end of each day. It is the responsibility of the Faculty, Students, Staff, and Associates to keep the Computers clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.
5. It is the responsibility of the Faculty member to whom the computer is assigned, to report malfunctions of the hardware or software to the Technology Office by means of a written technology request form or using the help desk site on the District web page.

#### II. Use of Computer Software

1. Only software (on disk or downloaded) that is legally owned and/or Authorized by the District may be installed on District Computers.
2. The unlawful copying of any Copyrighted software and/or its use on District hardware is prohibited.

3. Modification, removal, un-installation, or erasure of software without Authorization is prohibited.
4. The intentional introduction of any Viral Agent(s) is prohibited. All externally used Flash Drives should be checked for Viruses each time they are put into or connected to a District-owned Computer system.
5. Any individual who intentionally introduces any Viral Agent(s) into the District system or violates the copyright laws shall be subject to appropriate District discipline policies and to the penalty provisions of the AUP.
6. The Technology Department's Agents and/or the building Administrators have the right and responsibility to remove any software from District-owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

### III. Use of Remote Communications and the Computer Network

1. All computers for Student use from which the Internet and shared resources can be accessed will be in supervised areas. School district staff shall monitor student computer use, providing assistance, or taking corrective action when necessary. Any student found using a machine unsupervised will be subject to appropriate district discipline policies and to the penalty provisions of the AUP.
2. Designated district staff shall assist in providing:
  - a. Training for students and other staff in the appropriate and safe use of remote electronic information resources via the district network and Internet.
  - b. Instructions to students and staff on the responsible use of on-line resources.
  - c. Direction to on-line resources that relate to curriculum, teaching and learning, and related communications priority activities and applications.
3. Network use must be consistent with the goals and standards of the district, school, and specific curriculum.
4. Networked computers may be used for research, experimentation in computer communications, and curriculum development where such use does not interfere with normal operations.
5. Others must not use an account assigned to an individual, including student use accounts. Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of network resources.

### IV. Behavior Standards

1. Though the district uses an Internet filter that blocks inappropriate sites, no filter is perfect. Accessing or attempting to access inappropriate Internet sites is prohibited.  
Inappropriate Internets sites can be, but are not limited to:
  - a. Sites containing pornographic and other objectionable materials.
  - b. Sites using obscene language.
  - c. Sites encouraging hatred or terrorist acts.
2. Abusive conduct when using district computers or the network is prohibited.  
Abusive conduct can be, but is not limited to:
  - a. Placing of unlawful information on any computer system.
  - b. Using abusive, obscene, threatening or objectionable language.
  - c. Sending messages that are likely to result in the loss of recipient's work or systems.
  - d. Sending "chain letters" or "broadcast" messages to lists or individuals.
  - e. Use of the system to intimidate or create an atmosphere of harassment.
3. Interference with or disruption of the network users, services, or equipment is prohibited.  
Disruptions can include, but are not limited to:
  - a. Distribution of unsolicited advertising.
  - b. Propagation of computer worms or viruses.
  - c. Unauthorized entry to any other machine accessible via the network.
  - d. Attempting to degrade or degrading computer or network system performance.
4. Transmission of any material in violation of any U.S. or State Laws or Regulations is prohibited and may constitute a criminal offense.
5. Accessing another individual's E-mail is prohibited, except when an investigation requires the monitoring of systems by Authorized Technology Staff or Administration.
6. Attempts to gain unauthorized access to remote systems are prohibited.
7. The use of another individual's access codes/passwords is prohibited.
8. Copying of another individual's work or copyrighted material is prohibited.

### General Policies



1. The network user shall be responsible for damages to equipment, systems and software resulting from deliberate or willful acts.
2. Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violation, or theft of services will be reported to the appropriate legal authorities for possible prosecution.
3. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Penalties for flagrant misuse of the Internet may include, but are not limited to, loss of Internet access and/or computer use and other disciplinary actions for a stipulated period of time.
4. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses
5. All users of district equipment must sign the appropriate District Computer and Network AUP Agreement stating they understand all policies regarding computer use and agree to abide by them. Network access will not be given to a user until the AUP agreement is signed and/or agreed to.
6. Any and all equipment district-owned or even personally owned is subject to these rules and provisions when connected to the district network, including provisions for inspection and remote monitoring. Any form of remote connection from within or outside the school district, while connecting to computer resources inside the district are subject to these same rules and provisions. Connections may be made physically, wirelessly, or in any other fashion.
7. Any other party cannot hold the district liable for any losses, including lost revenues or for any claims or demands against the user. The district cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice, or any other damages arising from the use of the district's computer facilities and network.
8. The individual user and/or their Parent or Guardian in the case of a Student, will be held liable for any of the above issues that he/she causes or policies that are violated.
9. The district reserves the right to suspend access to computer resources. Students may be deemed ineligible for access based on violations to this policy by the building administrators and the technology administrator.
10. Students may be given the opportunity to sell their notebooks back to the district. The purchase price of the devices will be determined by the technology administrator. This determination will be based on the age of the device and damages to the devices outside of the normal wear. If a student owes fees to the district the purchase price may be applied towards fees owed. Students will not receive payment for a device if the current fees present are more than the value of the device.
11. In accordance with the expectation that all computing resources being used in an Effective, Ethical, and Lawful manner, the following uses are specifically prohibited:
  - a. Use of the network to facilitate illegal activities
  - b. Use of the network for commercial or for-profit purposes
  - c. Use of the network for non-work or non-school related work
  - d. Use of the network for product advertisement or political lobbying
  - e. Use of the network for hate mail, discriminatory remarks, or offensive or inflammatory communication
  - f. Use of the network to intentionally obtain or modify files, passwords and data belonging to others
  - g. Use of the network to disrupt the work of other users
  - h. Use of the network to access obscene or pornographic material
  - i. Use of the network facilities for fraudulent, unauthorized or illegal installation, distribution, reproduction, modification, or use of copyrighted materials
  - j. Loading or use of unauthorized games, programs, files or other electronic media
  - k. Use of inappropriate language or profanity on the network
  - l. Destruction, modification or abuse of network hardware or software
  - m. Impersonation of another user, anonymity or pseudonyms
  - n. Quoting personal communications in a public forum without the original author's prior consent

#### E-mail

Students in grades 5-12 will be provided with an E-mail account. This E-mail account is filtered for profanity and sexual content. Since the district is providing an E-mail account, use of any other E-mail accounts or online communication is strictly forbidden. This includes the use of chatting software such as AOL Instant Messenger, Yahoo Messenger, and the like. Inappropriate use of the account will result in disciplinary action.

#### Proper Respect for Copyright

In an effort to encourage the proper respect for copyright on the Internet, the following guide for Staff and Student users is provided:

1. If the user did not create a non-public domain written work, piece of art, photograph or music, or obtain rights to it, the user does not own it.
2. If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
3. The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in the "Public Domain" and thereby make copying/distribution with specific authorization possible.
4. "Fair use" allows the user to copy small portions of a work the user does not own without permission, but only for Criticism, Education, News Reporting, and the like there of. Any copies must then be destroyed or erased.
5. When in doubt, the user should ask the creator or owner of material for permission to use the work.

#### Computer Bags

Students in grades 6 – 12 will be provided with a carrying case/bag for their computer. This bag is property of the District. Computer bags will be returned to the District once a student is no longer part of the District. It is the student's responsibility to keep their computers properly secured in their bags while they are not in use. Students are responsible for keeping their computer bags free from damages not occurred by normal wear. Students will be charged for a replacement bag if it is determined a bag has been damaged intentionally or not properly cared for. Damages will be assessed by building Administrators and the staff of the Technology Department.

#### Illinois Right to Privacy School Setting Act

Public Act 98-129, effective January 1, 2014, created the Right to Privacy School Setting Act (105 ILCS 75/ 1 et seq.) (hereinafter "Act"). While the Act contains provisions governing the conduct of institutions of higher learning, it also authorizes elementary and secondary schools to request information regarding a student's account with a social networking website. The Act provides in part that,

"[a]n elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the elementary or secondary school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy."

Parents or guardians will be notified if it is determined that a violation of school policy has occurred. Failure to provide such information shall be deemed an admission by the student that he/she has violated a school disciplinary rule or policy. Students shall be subject to appropriate District discipline policies and to the penalty provisions of the AUP.

## **A-C Central C.U.S.D. #262** **Mobile Device User Agreement**

A-C Central C.U.S.D. #262 retains sole right of possession of the mobile device and related equipment. The mobile device will be issued to students according to the guidelines set forth in this document. A-C Central C.U.S.D. #262 retains the right to collect and/or inspect the mobile device at any time and to alter, add or delete installed software or hardware. The mobile device will be returned to the designated location when requested by A-C Central C.U.S.D. #262, or sooner, if the Student leaves A-C Central C.U.S.D. #262, for any reason, prior to the end of the school year.

#### EQUIPMENT

- I. Substitution of Equipment

In the event that the mobile device is inoperable, A-C Central C.U.S.D. #262 does have a supply of spare mobile devices for use while the device is repaired or replaced. If a student forgets to bring their mobile device or power charger to school, a substitute will be provided.

II. Customization of Equipment

The Student is permitted to modify settings to accommodate individual student needs (i.e. System Preferences/Accessibility Options). The Student is not permitted to install software on the assigned mobile device. All requests to add/install additional programs/applications must be initiated by the classroom teacher.

III. Damage or Loss of Equipment

Actions Required in the Event of Damage or Loss. Report to the classroom teacher any incident of damage or loss. All mobile devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects. Once warranties have expired there will be no warranty in place. Certain mobile devices have accidental coverage. Accidental coverage will be used if it is determined that a valid accident has occurred. Validity of accidents are determined by building Administrators and the Technology Administrator. Accidental coverage is limited by damage occurrences and dependent on the purchase year of the mobile device. The student/parent will be responsible for costs associated with repairs or replacement of the mobile device due to negligence, abuse or loss of equipment. For example, throwing the mobile device or using it as an umbrella would be considered examples of neglect or abuse. If a mobile device is damaged beyond repair by neglect or abuse, it is the family's financial responsibility to replace the mobile device at the full replacement value. If a mobile device is damaged due to neglect or abuse and can be repaired, it is the family's financial responsibility to pay for the repair costs. If a mobile device is lost, it is the family's financial responsibility to replace the mobile device at the full replacement value.

STANDARDS FOR MOBILE DEVICE CARE

I. Student Responsibilities:

1. Bring the mobile device and charging unit to school every school day. Keep the mobile device with you or within your sight at all times.
2. Keep the mobile device in its computer bag when not in use.
3. Do not let anyone use the mobile device other than your parents or guardians.
4. Adhere to the A-C Central C.U.S.D. #262 District Computer and Network Acceptable Use Policy Agreement at all times. When in doubt, ask the classroom teacher.
5. Report any problems, damage, or theft immediately to the classroom teacher or building principal.
6. Arrive to school each day with a fully charged battery.
7. Regularly back up files when appropriate. A mobile device may be re-imaged if necessary at any time to restore the original configuration thus causing the loss of all user files that may have been saved to the local hard drive.

II. General Care:

1. Do not do anything to the mobile device that will permanently alter it in any way.
2. Do not remove any serial numbers or identification placed on the mobile device.
3. Keep the equipment clean. For example, do not eat or drink while using the mobile device.
4. Transport the mobile device in the cover/case provided.
5. The lid of the device should be closed while transporting the mobile device.
6. Clean the screen with a soft, dry anti-static cloth.

PERSONAL HEALTH & SAFETY

1. Avoid extended use of the mobile device while resting directly on your lap. The bottom of the mobile device can generate significant heat.
2. Take frequent breaks when using the mobile device for long periods of time. Look away from the screen approximately every fifteen minutes.
3. Do not provide your personal information to anyone over the Internet.
4. Do not share your passwords with anyone. Keep the mobile device locked in your locker and in your computer bag when it is at school and not in use. Keep the mobile device in a secure location when it is not at school.

Mobile Device User Agreement

I have read, understand, and agree to follow all responsibilities as outlined in the A-C Central C.U.S.D. #262 District Mobile Device User Agreement. I understand that I am expected to take all reasonable care to protect the equipment from loss or damage. When the equipment is taken off school property, I understand it is my responsibility to keep the equipment secure. When the equipment is not with me, it is to be placed in a secure location. I agree to return the equipment to the district in the same condition as it was received. I understand that I will not be charged for any repairs that result from normal and ordinary use of the equipment. In the event the equipment is lost, damaged, destroyed or stolen, and if such loss, damage, destruction or theft is found to be through my negligence, I understand that I shall be liable to A-C Central C.U.S.D. #262 for: The cost of having the equipment repaired or the cost of replacing the equipment.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

***IX. EXTRA-CURRICULAR ACTIVITIES***

FORWARD

District No. 262 considers it a privilege for a student to be a member of an extra-curricular activity. Participants must understand that to earn this privilege of participation, they are required to assume responsibilities above and beyond the responsibilities of the student body in general.

PURPOSE

The purpose of this code is to establish a uniform policy regarding participation, eligibility, training rules, awards, and other items relating to the administration of the extra-curricular programs in District No. 262.

Policies or regulations set forth in this code must be supported and enforced by all District No. 262 staff.

## OBJECTIVES

The objectives of the extra-curricular programs are:

1. to place academic endeavors above all other considerations, and to place all extra-curricular activities second.
2. to develop in each participant a feeling of pride, a sense of accomplishment, a respect of others' feelings and attitudes, and a desire to participate within the ethics of the activity.
3. to encourage, build, and promote in every way possible improvement in the individual's moral character, spiritual well-being, and physical development.
4. to develop extra-curricular activities of superior quality by stressing cooperation, emotional control, constructive release of energy, and last but not least, stressing fundamentals.

## ACADEMIC REQUIREMENTS

Participation in an extra-curricular activity that involves interscholastic competition requires academic eligibility.

Weekly eligibility checks, as required by the Illinois High School Association and the Illinois Elementary School Association, will be conducted by the Principal or Athletic Director no later than Friday of each week.

For the high school, the grade reported by the teacher for the eligibility check will be the cumulative grade for the class for the semester. For the junior high school, the grade reported by the teacher for the eligibility check will be the cumulative grade for the class for the quarter.

Grades submitted for the weekly eligibility check by the teachers shall include all work completed for the period to date as of the close of school two (2) days prior to last attendance day of that week.

A high school student must be passing seven (7) of the eight (8) scheduled classes per week to be eligible for extra-curricular activities. A high school student must also have passed seven (7) of the eight (8) scheduled classes the previous semester in order to be eligible for extra-curricular activities during the current semester. According to IHSA standards, a high school student not meeting the academic requirement on the basis of semester grades shall be ineligible to participate the following semester. The only exception to the semester eligibility requirement is the first semester of the student's freshman year.

All Junior High students must be passing all subjects every week to maintain eligibility for participation in extra-curricular activities. At the junior high school the same rule applies to end of quarter and semester grades. A Junior High student not meeting the academic requirement on the basis of quarter or semester grades shall be ineligible to participate the following quarter or semester. The only exception to the quarter eligibility requirement is the first quarter of the student's fifth grade year.

A student who is declared to be ineligible due to weekly grades may, at coach/sponsor's discretion, practice and attend games (sitting with the team but not in uniform) with consultation and agreement with parent/guardians.

Ineligibility, based on the weekly eligibility check, shall run from Monday morning through Sunday night. Ineligibility, based on previous semester grades shall run from the first day of the semester until the first day of the following semester for the high school. Ineligibility based on the previous quarter grades shall run from the first day of the quarter until the first day of the following quarter for the junior high.

A student who has been declared ineligible for any three weeks of a season or semester, beginning with the first week of activity, may be removed from the club, organization or team at the start of the third week that he/she has been declared ineligible. This shall include members, managers, statisticians, video persons, players, and cheerleaders.

Any student removed from a club, organization or team for ineligibility shall forfeit any letters and/or wards for that season.

## PARTICIPATION REQUIREMENTS

Requirements that are unique to membership in a given club, organization, or activity are listed in the description of that club, organization, or activity. (See Extra-Curricular Offerings section).

All students wishing to participate on any athletic team, or cheerleading squad must have a current physical exam (less than one (1) year old) on file in the school office BEFORE participating in a practice, contest, or activity associated with the team or squad.

After an injury or illness serious enough for a doctor to limit participation, a student must obtain a doctor's release before resuming participation in that activity.

Participants, who are physically able to attend practice, though unable to participate, are expected to attend for instructional purposes. However, Coaches/Sponsors may excuse injured/ill participants from any or all practices during the injury/illness. Doctor's excuses shall be honored by the Coach/ sponsor.

Students must be in attendance at least one-half (1/2) day in order to participate in an extra-curricular activity on that day or evening. (See Student Attendance section of this code for more details on attendance requirements.) Exceptions to this rule may be granted by the Principal in the case of extenuating circumstances. Students who leave school because of illness will not be allowed to participate in an activity the remainder of that day.

Students wishing to participate in athletics, cheerleading, and/or Marching Band must be enrolled in the school's student insurance program or provide a waiver signed by their parent/guardian stating that they have insurance protection.

#### PARTICIPATION FOR HOME SCHOOLED STUDENTS

Students who are being home schooled may, if the parent(s)/guardian(s) request, be permitted to participate in extra-curricular activities provided the student meets the following criteria:

1. The home school curriculum is accepted by the appropriate school for credit.
2. The student's parent(s)/guardian(s) are legal residents of the District.
3. The transcript tracking the student's progress in the home school curriculum reflects acceptable progress toward meeting the District's graduation requirements.
4. The student's weekly academic performance is monitored by the school to certify the student is passing the equivalent of twenty credit hours of work per week and is meeting the minimum academic eligibility standards of participation established by the District.
5. The student meets participation requirements established by the IESA/IHSA.
6. The request to participate was made by May 1 of the preceding year.

#### EXTRA-CURRICULAR PARTICIPATION FEES

Extra-curricular participation fees for the 2015-2016 school year are set as follows:

##### High School

For each participant in any IHSA sponsored activity the fee will be \$45 per activity for the first two activities with subsequent activities being free. This includes: Football, Cross Country, Boys Basketball, Girls Basketball, Baseball, Softball, Boys & Girls Golf, Volleyball, Wrestling, Swimming and Diving, Boys & Girls Track, and Cheerleading.

There will be a \$10 fee charged to all extra-curricular camp participants to defray the cost of transportation.

Team members of the Scholastic Bowl team, Group Interp and Speech team will pay a \$15 fee.

Marching Band members will pay a \$15 fee to cover costs associated with transportation.

No participation fees should be paid by participants in the following groups, since each activity is considered part of the curriculum. This includes Science Fair; Chorus (Organizational) and Band (Organizational).

Band members who use school-owned instruments must pay a \$25 fee in addition to the other fees outlined above. This is to cover the cost of maintenance, repair, and replacement.

##### Junior High School

For each participant in any IESA sponsored activity the fee will be \$40 per activity for the first two activities with subsequent activities being free. This includes: Cross Country, Boys Basketball, Girls Basketball, Baseball, Softball, Volleyball, Wrestling, Boys & Girls Track and Cheerleading.

The IESA participation fee for Golf is the student's responsibility.

There will be a \$10 fee charged to all extra-curricular camp participants to defray the cost of transportation.

No participation fees should be paid by participants in the following groups, since each activity is considered part of the curriculum. This includes Science Fair; Chorus (Organizational) and Band (Organizational).

Band members who use school-owned instruments must pay a \$20 fee in addition to the other fees outlined above. This is to cover the cost of maintenance, repair, and replacement.

#### Elementary School

Team members of the following activity will have no fee. This includes Choral Reading.

Band members who use school-owned instruments must pay a \$15 fee in addition to the other fees outlined above. This is to cover the cost of maintenance, repair, and replacement.

An extra-curricular fee cap of \$250 per family will be observed.

There will be a \$10 fee charged to all extra-curricular camp participants to defray the cost of transportation.

## **X. A-C CENTRAL/PORATA EXTRA-CURRICULAR ACTIVITIES CODE**

Many extracurricular activities are available for middle school students. All students are encouraged to participate in these activities. Activities available to students are: Football, Basketball, Baseball, Softball, Wrestling, Volleyball, Golf, Track, Cross Country, Cheerleading, Science Fair, Speech, Spelling Bee, and other academic contests.

High school extracurricular activities include: Football, Basketball, Softball, Wrestling, Volleyball, Track, Cross Country, Swimming, Golf, Baseball, Cheerleading, Scholastic Bowl and Speech. Band, Chorus, and FFA are extracurricular activities that also have a co-curricular component in which requires a grade for some activities.

### EXTRA-CURRICULAR POLICY

#### I. Eligibility

- A. High School students must be passing all but one of the courses taken. In other words: 4 credit classes if they are taking 5; be passing 5 if they are taking 6; be passing 6 if they are taking 7 in the current semester to be eligible. Junior High students must pass all classes. Eligibility will be checked weekly during weeks with four or more school days.
- B. In accordance with the IHSA policy, from semester to semester and year to year, students, unless they are entering high school for the first time, shall have passed 4 credit courses for the previous semester.
- C. The period of eligibility/ineligibility for the current week will follow the check running Monday through Saturday.
- D. A-C Central / PORATA Co-op's academic eligibility standards meet and exceed the Illinois High School Association standards. A-C Central / PORATA Jr. High Co-op's academic eligibility standards meet and exceed the Illinois Elementary School Association standards.
- E. These eligibility standards apply to all extra-curricular participants.

Notes: sponsors or coaches of all teams, organizations and clubs will submit to the office and to their participants, a list of their activities that are to be extra-curricular. Sponsors/Coaches of extra-curricular activities may, with the approval of the principal, set reasonable eligibility standards.

#### II. Attendance

- A. Student must be present at least ½ day on the day of a game or event in order to participate in that event, unless prior approval has been granted by the Assistant Principal or Principal. Students absent the second ½ of the day will not be eligible to participate in a contest or practice.

#### III. Equipment

- A. Participants are expected to care for equipment and uniforms issued to them.

- B. The School district is to be reimbursed by the athlete within seven days of that sport's state tournament conclusion, for any equipment or uniform lost or damaged through the athletes negligence.
  - C. Students will sign a form listing all equipment and uniforms issued to them.
- IV. Transportation
- A. All participants will travel to and from away events on the team bus. Cheerleaders, statisticians, etc. are to also travel only on school supervised transportation, such as the player bus or a fan bus, if provided. Failure to comply will result in forfeiture of participation privileges for that event.
  - B. Participants are expected to dress neatly and appropriately. Those who do not shall not travel with the team. Specific standards for dress shall be established by the Head Coach or sponsor in each activity.
  - C. With written parental consent, their participants will be permitted to travel home from events with parents.
- V. Participation in athletics is a privilege, not a right.
- VI. Any student accused of violating extra-curricular codes will be informed of the charges and given the opportunity to explain or respond.
- VII. The following criteria will be used to determine activity hierarchy.
- A. A performance event takes precedence over a non-performance event or practice.
  - B. A competitive event takes precedence over a performance or non-performance event.
  - C. Co-curricular events take precedence over extracurricular events.
  - D. Conference events take precedence over non-conference events.
  - E. State level events take precedence over conference events.

Students that choose not to abide by this practice may be subject to consequences related to the team or program they were supposed to support. The only time a student may choose is when equal level events are in conflict with each other. In this case the student may choose without being subject to consequences. At all times, event schedulers will take into consideration the possibility of overlapping events and try, in advance, to determine conflict resolutions with the best interest of the students in mind.

#### ATHLETICS

- I. Physical Examinations
  - A. All athletes must have a current physical exam (less than one year old) on file in the school office prior to participation in a practice, contest, or activity associated with athletics.
  - B. After an injury or illness serious enough to require doctor's care to cause a player to miss practice or a game, the athlete must have a physician's permit to resume participation.
  
- II. Insurance
 

Prior to their practice an athlete must be enrolled in the school's student insurance program or provide a waiver signed by their parent or guardian stating that they have adequate insurance protection, and listing the name of the company providing the coverage.
  
- III. An athlete may change from one sport to another sport in the same season if:
  - A. it occurs before the first contest, meet or event and
  - B. the athlete has mutual consent of both coaches involved and
  - C. has the approval of the Athletic Director.
  
- IV. All athletic disciplinary consequences incurred in Jr. High School will carry forward into High School if not completed by the end of the school term.
  
- V. Student athletes that participate in one sport will not be allowed to start another athletic season until they are given clearance by the preceding sports' head coach. In order to gain clearance, athletes must return all equipment, uniforms, and pay any fees due to the district.

#### A-C CENTRAL/PORTA EXTRA-CURRICULAR RULES AND REGULATIONS



1. Insubordination, poor sportsmanship, violation of individual coaches' rules, or anti-social behavior exhibited by participants is considered detrimental to the team and to school spirit. The participant shall receive not less than a reprimand and not greater than suspension for the season.
2. No smoking or use of tobacco products.
3. No drinking, involvement in alcohol related incidents or attendance of "drinking parties".
4. No use of drugs or involvement in drug-related incidents.
5. Consequence for violation of number 2 above:
  - A. For a first time offender, any athlete that self-reports within 72 hours of an athletic code violation may not be allowed to participate in the next 10% of that sport's contests. An athlete that does not self-report may not be allowed to participate in the next 20% of that sport's contests. Once a penalty is imposed it will be served without interruption until completion. If that season does not have enough contests remaining to complete the designated suspension, the remaining percentage will carry over to the next sport season. For purposes of consistency, the total number of season contests per athlete will follow IHSA guidelines for season limitations. Regular season tournaments will count as 2 contests. Post-season contests are not factored into the total number of season contests; however, suspensions may be enforced during the post-season. When figuring the number of suspension dates any decimal will be rounded to the next highest number. Dual level participant suspension enforcement will be determined by the high school administration. (ie. an athlete that participates in both varsity and JV level contests.)
  - B. Non-athletic extra-curricular participants will have consequences in place at the start of their activities. These consequences require administrative approval and will be provided to the students prior to participation.
  - C. A second violation may result in the student being removed from that team or organization for the remainder of the season or activity.
6. Consequences for violation of numbers 3 and/or 4 from above:
 

Option A:

  - For a first time offender, any athlete that self-reports within 72 hours of an athletic code violation may not be allowed to participate in the next 20% of that sport's contests. An athlete that does not self-report may not be allowed to participate in the next 33% of that sport's contests. Once a penalty is imposed it will be served without interruption until completion. If that season does not have enough contests remaining to complete the designated suspension, the remaining percentage will carry over to the next sport season. For purposes of consistency, the total number of season contests per athlete will follow IHSA guidelines for season limitations. Regular season tournaments will count as 2 contests. Post-season contests are not factored into the total number of season contests; however, suspensions may be enforced during the post-season. When figuring the number of suspension dates any decimal will be rounded to the next highest number. Dual level participant suspension enforcement will be determined by the high school administration. (ie. an athlete that participates in both varsity and JV level contests.)
  - The student and his/her parents will contractually agree to participate in the PORTA Student Assistance Program or other Intervention service which may result in the student undergoing a chemical dependency assessment including an urinalysis at an agency approved by the school and will follow the recommendation. The assessment and urinalysis will be arranged by a SAP core team member. The cost of this assessment and implementation of any recommendation will be the responsibility of the parent/guardian. The parent/guardian and student shall execute a release allowing the agency performing assessment and urinalysis to divulge the results to a SAP core team member or other service provider and to an administrator.

Option B:

  - The student may not participate on any team or in any organization for one calendar year.
7. A second violation of items #3 or #4 during the school year may result in the student not being allowed to participate on any team for one calendar year.

If a participant is released from the squad or organization for disciplinary reasons or quits the squad or organization, it shall be up to the coach or sponsor as to whether the participant may be reinstated the following year. The student, along with his/her parents, may have 10 days to meet with the coach or sponsor if he/she is dropped or quits the squad.

Any student convicted of a felony will not be allowed to participate in any extra-curricular activity for the remainder of the school year.

8. ANY EXCUSES FOR MISSING PRACTICES, GAMES, EVENTS OR REQUIRED MEETINGS SHOULD BE BROUGHT TO THE ATTENTION OF THE COACH OR SPONSOR BEFORE THE APPOINTED TIME OCCURS. For an unforeseen absence, report to the coach or sponsor on the first day back in school. Deliberate absence from practice could mean your dismissal from the squad. All dental and other appointments should not conflict with practice, unless an emergency arises.
9. Classroom behavior and general school conduct are related to extra-curricular participation. Serious or continued misbehavior may result in disciplinary action or ultimate dismissal from the team or organization. Students that receive out-of-school suspensions may not participate in games, events, or practice during the suspension period.
10. Rules are in effect from the first day of practice or the first day of school (whichever comes first for the student involved) and the last day of school or the last extra-curricular/athletic event (whichever comes last for the student involved) of the school year. Additionally, this policy will remain in effect during the summer months whenever a student is under the direct jurisdiction of the PORTA District (example: band trip, team sport camp, etc.).
11. Students involved in extra-curricular activities should be in attendance at least ½ day on the day of the activity in order to participate in the activity. Attendance the day following the activity is expected also. Any unexcused absence the day following the activity, the student will not be allowed to participate in the next event.

#### BLUEJAY PARENT/COACH COMMUNICATION

##### Responsibilities of Sportsmanship

###### The Player

1. Respect coach's decision
2. Treats opponents with respect.
3. Plays hard, but plays within the rules.
4. Exercises self-control at all times, setting the example for others to follow.
5. Respects officials and accepts their decisions without gesture or argument.
6. Wins without boasting; loses without excuses and never quits.
7. Always remembers that it is a privilege to represent the school and community

###### The Spectator

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player; applauds positive performance; does not heckle, jeer, or distract players; and avoids use of profane and obnoxious language and behavior.
5. Respect the judgment and strategy of the coach and does not criticize players or coaches for loss of a game.
6. Respects property of others and authority of those who administer the competition.
7. Censures those whose behavior is unbecoming.

###### The Coach

1. Treats own players and opponents with respect.
2. Inspires in the athletes a love for the game and the desire to compete fairly.
3. Is the type of person he/she wants the athlete to be.
4. Disciplines those on the team who display unsportsmanlike conduct.
5. Respect the judgment and interpretation of the rules by the official.
6. Knows he/she is a teacher and understands the athletic arena is a classroom.

##### Appropriate concerns to discuss with coaches

1. The treatment of our child; mentally, and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

#### Issues not appropriate to discuss with coaches

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student athletes.

#### Communication you should expect from your child's coach

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad.
3. Locations and times for all practices and contests.
4. Team requirements, i.e. fees, special equipment, off-season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline that results in the denial of your child's participation.

#### Communication coaches expect from parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflict well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

#### Athletic Communication Guidelines

Procedure if a parent has a question in regard to his/her son/daughter's status on a team or during a given season. The Athletic Guidelines Committee has mandated that the procedure must be followed in sequence for proper communication to occur.

1. If a parent has a question, they should call the school to make an appointment to talk with the coach. The athlete will also be present at this meeting along with a mediator.
2. If there still seems to be a problem they should contact the Athletic Director/Administrator to schedule a meeting.
3. If there is no resolution at this point there should be a meeting with the Principal.
4. The next step would be a conference with the Superintendent.
5. After the above steps have been completed an inquiry to the Board of Education might be necessary.

\*\*\*\*The only time that a coach would be expected to talk to a parent after a contest would be in the case of illness, injury, or some unexpected emergency.

#### Ten Commandments of Sportsmanship

1. "Golden Rule"-Do unto others as you would have others do to you.
2. Enjoy yourself and promote enjoyment for others.
3. Be responsible for your actions.
4. Have an open mind to others' weaknesses and have a forgiving attitude.
5. Have pride in one's performance and one's school.
6. Be a friend, not an enemy and create a positive environment.
7. Encourage others to do or to be their best.
8. Sportsmanship should be contagious.
9. Remember it is a privilege to participate.
10. Practice sportsmanship in all situations at all costs.

## ***XI. DISCIPLINE CODE***

#### Philosophy of Discipline

Education can not proceed effectively without good, consistent discipline. Good discipline is best thought of as being positive, not negative; of helping a student to adjust, rather than as punishment.

Discipline is training to act in accordance with rules in order to attain the District's Goals For Excellence.

It is the responsibility of school personnel to help the student maintain and further develop his/her self-discipline so that the exercise of individual rights does not infringe upon the rights of others.

Educators as well as students should be made aware of and be respectful to each individual in his/her daily life and develop a sincere appreciation for the ethnic, economic, religious and social backgrounds of groups and nations.

The dignity of individuals should be protected with proper consideration for their personal feelings which may be associated with race, color, creed and intellectual characteristics. The recognition by the pupil and the teacher of their responsibilities to each other in this connection might well establish a mutual respect which should stimulate a sound basis for developing high morale and for carrying out school procedures.

To enjoy the benefits of school citizenship, rules and guidelines for student behavior in District No. 262 schools have been established and adopted to ensure standards of conduct which will promote knowledge and learning generally diffused throughout the District No. 262 community as mandated by The Illinois School Code.

The Illinois School Code defines the contents of student records, due process and the rights and responsibilities for the use and safekeeping of those records.

#### STUDENT RIGHTS AND RESPONSIBILITIES

1. Right - Each student has the right to pursue an education.  
Responsibility - Each student must not hamper any other student from pursuing an education.
2. Right - Each student has the right to express opinions verbally or in writing.  
Responsibility - Each student must express opinions and ideas in a respectful manner so as to not offend or slander others.
3. Right - Each student has the right to dress in such a way as to express the student's personality.  
Responsibility - Each student must dress so as to meet recognized standards of health and safety and not to the detriment of the educational process.
4. Right - Each student has the right to expect that the school will be a safe place for all students to gain an education.  
Responsibility - Each student must be aware of all rules and expectations regulating student behavior and conduct and follow guidelines established in this code.
5. Right - Each student has the right to expect to assist in making decisions concerning his/her own educational goals.  
Responsibility - Each student should participate positively in learning situations.
6. Right - Each student has the right to be represented by an active student council selected by free school elections.  
Responsibility - Each student should take an active part in student council by running for office, conscientiously voting for the best candidates and making the student's concerns known to the administration through the student representatives.
7. Right - In cases of suspensions and expulsions the student who is disciplined has the rights provided by the Illinois School Code, constitutional due process, and the policies and procedures adopted by District No. 262. If student witnesses testify in a disciplinary case, student witnesses' names shall not be made public.  
Responsibility - Each student should be willing to volunteer information in disciplinary cases should the student have knowledge of importance in such a case.

#### RESPONSIBILITIES OF PARENTS

Parents should be aware that good discipline originates in the home. It is the obligation of the parents, by teaching and example, to develop in the child good habits of behavior as well as positive attitudes toward school.

Parents should be fully aware of all school rules and interpret them to their children.

Parents are responsible for knowing the student's obligation in attending school. In the event of a student's absence, the parent shall notify the school via phone or prearranged written note. Toll-free telephone numbers have been provided to each complex for anyone required to make a long distance call (see Student Attendance Section). Unless the school has been previously notified about an absence, the school will attempt to contact the parent/guardian concerning the absence by 10:00 a.m. of the day of absence.

Parents are urged to keep in contact with the school regarding any disciplinary action taken toward their child or in regards to his/her academic achievements. If you have a question about a school problem, please feel free to call the school office.

Parents should safeguard the physical and mental health of the child.

Parents should work with the school in carrying out recommendations made in the best interest of the child.

Parents should encourage and guide wholesome friendships, interests and activities.

#### CHAIN OF COMMAND

Parents begin discussions on each issue regarding their student with the teacher and/or coach in charge of the class or activity.

If not satisfied with that discussion, parents take issue to Principal with teacher/coach present. Principal is a mediator.

If not satisfied, parents take issue to Superintendent. Teacher and Principal may be present if requested by Superintendent.

If parents are still not satisfied they should request an audience with the Board of Education at a meeting that the Board of Education will schedule.

#### DETENTION RULES

- Noon detention assignments – Serve the entirety of the student lunch shift. Students are to bring their lunch to the office and eat there. Students are to show up on time. If a student is more than five (5) minutes late, the student will have their original time doubled.
- After-school detentions and Saturday detentions – Students are to show up on time. If a student is more than five (5) minutes late, the student will have their time doubled for the first offense and move to the next level of detention for subsequent offenses.

#### TYPES OF DISCIPLINARY ACTION

In order for the administration, faculty and staff in District No. 262 to provide the best learning environment possible for each student, there must be a consistent level of student discipline. Discipline used at A-C Central CUSD # 262 is progressive in nature.

The following set of standards will be used in maintaining that level of discipline. Parent(s)/guardian(s) as well as students need to be aware of the consequences, both positive and negative. Each should also be aware that a student's choices of action would determine what consequences come their way. If a student chooses negative actions, the student will suffer negative consequences. If a student exhibits positive actions (contributing to the educational opportunities offered), the student will gain positive consequences.

Students may be rewarded, positively, for their contributions to the general programs of the school. The Principal will determine such rewards.

A teacher, for acts which are deemed to be disruptive, may remove a student from a classroom. Students will be afforded the right of Due Process in this and all disciplinary cases. Due Process will consist of: 1) notice, which shall mean notifying the student of the rule(s) which have been broken; and 2) a hearing, which means the student will be given a chance to explain his/her side of the issue.

Offenses at extra-curricular activities will be handled the same way as during a normal school day.

Some of the negative consequences and their definitions are as follows:

1. Conferences and/or Verbal Reprimands - Conferences may be with a teacher, district employee, parent(s)/guardian(s), and/or Principal. Reprimands constitute a warning of what may result if further violation continues.
2. Detention - Teachers may issue a referral and detention to be served with the teacher at a pre-determined time. Students may receive 3 teacher referrals total per semester that will not count towards the student's discipline points. If the detention is not served at the determined time, the amount of time to be served is doubled. If the detention is not served the second time, it becomes an office referral and will count towards the student's detention points. All infractions after the 3rd teacher referral will automatically be office referrals
3. Noon Detention – (1 Detention Point) - High school and junior high students serve the entirety of a student's lunch period under the supervision of the Principal or his designee. All noon detention rules must be observed or detention will be doubled or possibly stepped up to an after-school detention. Elementary students will serve the entire forty (40) minutes of their lunch shift. They will be eating lunch and participating in supervised study under the supervision of the Principal or his designee.
4. After-School Detention – (2 Detention Points) - Students will be assigned thirty (30) minutes for Level I Acts of Misconduct and sixty (60) minutes for repeat offenders at Level I or Level II Acts of Misconduct. Detentions will be served under the supervision of the Principal or his designee. All detention rules apply or time will be doubled or possibly stepped up to a Saturday detention.
5. Saturday Detention – (3 Detention Points) - A two (2) hour detention will be served from 8:00 a.m. to 10:00 a.m. on Saturday morning under the supervision of the Principal or his designee. All detention rules apply or time will be doubled or possibly stepped up to an In-School Suspension.
6. Alternative Education Placement – (4 Detention Points) - Based on contingent withdrawal of reinforcing stimuli, the student is assigned to an alternative area other than the student's classroom for a specific time and is supervised in assignment completion by school staff. The student receives special education support and all related services. Full credit is given for work completed. Students are to turn in all assignments to classroom teachers by 8:30 a.m. the day they return to school. An example of AEP includes, but is not limited to, the Short Term Educational Program (STEP) located in Jacksonville. This program may be used in lieu of In-School Suspensions and/or From-School Suspensions.
7. In-School Suspension – (4 Detention Points) -Suspensions are restricted from normal school routines but are still on the school grounds with supervision. All assignments will be completed and will receive credit. All suspension rules are to be obeyed or time will be doubled or possibly stepped up to a From-School Suspension. Any student receiving an In-School Suspension may participate in practices but not in contests/games during the period of suspension. The period of suspension shall end at 8:00 a.m. the next calendar day.
8. From-School Suspension – (5 Detention Points) - Suspension from the school grounds and all activities for a predetermined amount of time. All assignments will be provided the suspended student. Each From-School Suspension is not to exceed ten (10) days, but may be fewer. Any student receiving a From-School Suspension may not participate in or attend any school activity at home or away during the period of suspension. The period of suspension shall end at 8:00 a.m. the next day of pupil attendance.
9. Expulsion - Expulsion is removal from the entire school program by Board of Education action for the remainder of the school term or longer depending on the violation. Any student receiving an expulsion may not participate in or attend any school activity at home or away during the period of expulsion. The period of expulsion shall end at 8:00 a.m. the next day of pupil attendance.
10. Miscellaneous Consequences - It should be remembered that there are times that the Principal must utilize a variety of negative consequences in order to meet the needs of an individual situation. High school students are limited to three (3) offenses at each discipline consequence. The parent(s)/guardian(s) will be notified with all after-school detentions, Saturday detentions, suspensions or expulsions.

#### Levels of Misconduct and Discipline for Each Level

##### Level I Discipline

Level I Acts of Misconduct are minor misbehaviors which impede the orderly operation of the classroom, school and/or bus. Such misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel or administration.

Level I Acts of Misconduct include but are not limited to the following:

1. Classroom disturbance.
2. Failure to have assignments and/or needed materials for class.
3. Littering in classroom, hallway or on bus.
4. Hallway misconduct.
5. Tardiness.
6. Loitering.
7. Minor disrespect or insubordination.
8. Inappropriate vehicle usage.
9. Dress Code violations

Level I Disciplinary Options (May include one or more of the following):

- Verbal reprimand
- Conference with student
- Conference with parents or guardian (by phone or in person).
- Consequences as stipulated in the approved Classroom Management Plan\*.
- Behavioral contract between teacher and student.
- Referral to counselor.
- Withdrawal of classroom privileges.
- Noon detention, thirty (30) or sixty (60) minute After-School Detention.
- Referral to the Student Assistance Program

\*Teachers have a Classroom Management Plan approved annually by the building administrator.

Level II Discipline

Level II involves misbehaviors which are frequent enough and serious enough to disrupt the learning climate of the school. Those infractions which result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation.

Level II Acts of Misconduct include but are not limited to the following:

1. Continuation of unmodified Level I Acts of Misconduct.
2. Bus misconduct.
3. Lunchroom disturbance.
4. Skipping up to one full class period.
5. Truancy.
6. Failing to serve or refusing to serve a detention.
7. Inappropriate dress.
8. Inappropriate display of affection.
9. Theft under \$10.
10. Locker misuse.
11. Scuffling.
12. Gross disrespect and/or insubordination.
13. Excessive tardiness.
14. Academic dishonesty.
15. Forgery.
16. Displaying gang membership and/or affiliation.
17. Minor vandalism.
18. Dishonesty.

Level II Disciplinary Options (May include one or more of the following):

- Conference with student.
- Conference with parents/guardian (by phone or in person).
- Counseling by administrator and/or counselor.

- Thirty (30) minute or sixty (60) minute After-School Detention.
- One hour or two hour Saturday Detention.
- Temporary removal from class.
- Alternative Educational Placement.
- Financial restitution.
- Bus probation or suspension.
- Referral to the Student Assistance Program.
- Referral to outside agency or school district support services.

#### Level III Discipline

Level III involves acts which seriously disrupt the learning climate of the school. These acts of misconduct can usually be handled by the disciplinary procedures of the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediation the situation in the best interest of all students.

#### Level III Acts of Misconduct include but are not limited to the following:

1. Continuation of unmodified Level II Acts of Misconduct
2. Vandalism, except minor vandalism.
3. Throwing objects.
4. Inflicting injury.
5. Theft of \$10 or more.
6. Gambling.
7. Fighting, no injuries resulting.
8. Extortion.
9. Possession/distribution of pornographic materials.
10. Gross defiance and/or verbal abuse of school personnel.
11. Sexual harassment.
12. Computer misuse.
13. Internet misuse.
14. Intimidation/bullying/hazing/harassment.
15. Profanity, obscene remarks, gestures.
16. Conduct (either verbal or written) which substantially threatens to or disrupts the educational process.
17. Bus misconduct.
18. Possession of stolen property.
19. Possession of tobacco and/or related products. \*
20. Use of tobacco and/or related products.\*\*
21. Participating in gang activity / recruiting others for gang membership.\*\*\*

#### Level III Disciplinary Options (May include one or more of the following):

- Temporary removal from class.
- Long-term Alternative Educational Placement that is available to A-C Central students (ESP, CBS, Lawrence Adult, Homebound, etc.).
- Financial restitution in cases where damage or loss is incurred.
- Short-term alternative placement (STEP or In-School Suspension).
- One (1) or two (2) hour Saturday detention.
- From-School Suspension (maximum of 10 days).
- Sixty (60) minute After-School Detention.
- Suspension or expulsion from bus privileges.
- Loss of computer privileges.
- Loss of credit for assignment or test.

\* Each offense – confiscation and one (1) day From-School Suspension.

\*\*Each offense – five (5) days From-School Suspension

\*\*\*First offense – ten(10) days From-School Suspension and possible referral to law enforcement authorities. A second offense will result in a ten (10) day From-School Suspension, referral to law enforcement authorities and referral to the Board of Education for possible expulsion from school.

#### Level IV Discipline



Level IV acts involve actions which present serious threats to safety or well-being and always require administrative actions which result in at least temporary removal of the student from the school. Level IV Acts of Misconduct may involve the intervention of law enforcement authorities and/or action by the Board of Education.

Level IV Acts of Misconduct include but are not limited to the following:

1. Continuation of unmodified Level III Acts of Misconduct.
2. Fighting where injury is incurred.
3. Possession or use of weapons.\*\*\*
4. False fire alarm.
5. Bomb threat.
6. Theft over \$10 and/or repeated offense.
7. Bus misconduct.
8. Possession and/or use of items or materials that depict and/or advocate violence, hate or destruction.
9. Other acts of misconduct, which are seriously disruptive and/or create a safety hazard to students, staff and/or to school property.
10. Possession, use, under the influence, delivery or sale of alcohol, drugs, inhalants, drug paraphernalia, or look alike drugs.\*
11. Possession or use of fireworks.\*
12. Arson and/or setting fires.\*
13. Assault of school personnel.\*
14. Battery of school personnel.\*
15. Gang violence.\*\*
16. Possession of weapons, firearm(s) and/or explosive device(s).\*\*\*
17. Threats of violence against the student population or personnel, or threats to inflict damage to school property through the use of any type of weapon, incendiary or explosive device.\*\*\*\*

Level IV Acts of Misconduct Disciplinary Options (May include one or more of the following):

- From-School suspension [maximum of ten (10) days]
- Long-term Alternative Educational Placement that is available to A-C Central students (ESP, CBS, Lawrence Adult, Homebound, etc.).
- Expulsion from the school program.
- Expulsion from the school bus.
- Any act or acts of Level IV Misconduct committed within the last five (5) days of the school year, may result in a student's receiving zero grades in any school work or tests completed or to be completed for a period not to exceed the last five (5) days of the school year. Under the foregoing, an act of Level IV Misconduct committed the last day of the school year may result in said student's receiving zero grades for all of his /her work, tests or examination completed in the last five school days. The foregoing sanction will be imposed only when there exists no other reasonable sanction then available, taking into account the severity of the misconduct. The student will be entitled to the same rights as if he/she were suspended from school. This could exclude students from participation in graduation ceremonies or other end of the year activities.

\*Ten (10) day From-School Suspension and possible recommendation to the Board of Education for expulsion.

\*\* First offense – ten(10) days From-School Suspension and possible referral to law enforcement authorities. A second offense will result in a ten (10) day From-School Suspension, referral to law enforcement authorities and referral to the Board of Education for possible expulsion from school.

\*\*\* According to Illinois law, any student in possession of any weapon(s), firearm(s) or explosive device(s) shall be expelled for a period of not less than one year, except that the expulsion may be modified by the Board of Education in a case-by-case basis. A referral to law enforcement authorities will be made in every case.

\*\*\*\* Again, according to Illinois law, any such violation shall be ten (10) day From-School Suspension and recommendation for expulsion at the next regularly scheduled or special Board of Education meeting.

**EXCESSIVE DETENTION POINT PENALTIES**

Any student who receives excessive detention points for the year, as defined by each Principal, may lose school activity privileges. This level is defined as 12 or more detention points.

**CONCLUSION**

It is understood that stern discipline, although normally effective, is not always the best action in dealing with student misbehavior. In cases of repeated misbehavior, or at the discretion of the principal, students may be referred to the school counselor, social worker and/or the mental health clinic.

IT IS BELIEVED THAT THESE PROCEDURES WILL DEAL WITH THE MAJOR DISCIPLINE CASES. IT SHOULD BE REMEMBERED THAT THERE ARE TIMES WHEN THE PRINCIPAL MUST DEVIATE FROM THE RIGID PROCEDURES TO MEET THE NEEDS OF THE INDIVIDUAL SITUATION. THIS RIGHT IS RESERVED.

#### Clarification of Terms

Academic Dishonesty- Any action intended to obtain or assist in obtaining credit for work, which is not one's own, is considered academic dishonesty.

Look-A-Like Drugs, or Drug Paraphernalia - Any student found to be in possession of any controlled or illegal substances, look-a-like drug, or drug paraphernalia may immediately be suspended from school for not more than ten (10) school days. Any substance that looks like, or is purported to be an illegal substance will be treated as such.

Bus Misbehavior – Any behavior that is determined to be disruptive and/or distracting to the bus driver.

Destruction of Property – Any damage to personal or school property. Reimbursement, replacement, or restitution will be required.

Disobedience, Disrespect, Insubordination – Any behavior that is defiant, disruptive or disrespectful.

Dress - The dress code is in effect at all times in the building as well as at school related activities and practices. The dress code of your school is one that allows you and your parents or guardians to select your own responsible style of dress. It is insisted, however, that you meet the school criteria. The principal has the right to determine acceptability and to require correction of the situation.

Fighting -A fight or conflict, as defined here, is taking part in a physical struggle which may cause the supervising school employee to believe that one or more persons might get physically injured.

Fire Alarm Misuse – Intentionally sending a signal to the fire alarm system that is false causes disruption to the educational process and endangers the students. This signal could be pulling the fire alarm or calling in an alert that is false.

Profanity or Obscenity – Any language, gesture, written or graphic material that is determined to be of a profane, obscene or offensive nature.

Public Display of Affection - Inappropriate display of affection on any part of school property.

Reciprocal Reporting - If offenses at school involve a misdemeanor or a felony, school officials may, when appropriate, notify the proper law enforcement agency.

School Misconduct – Any misbehavior that occurs on school grounds, not necessarily during the school day.

Search of a Student's Person - District No. 262 administrators shall be authorized to conduct a search of a student's personal effects (for example: purse, wallet, knapsack, book bag, and/or lunch box) without a search warrant when school authorities have a reasonable suspicion that the search will produce evidence that the student has violated a school district policy, rule or regulation.

Search of School Property - School lockers and desks are school property which the school allows students to use on a temporary basis. No student should have an expectation of privacy with respect to the contents of a student locker or desk. School authorities may search and/or conduct general administrative inspections of all student lockers and desks at any time to protect the health, safety and welfare of students, school district employees or other persons.

Search of Vehicles - If school authorities have reason to believe that contraband or evidence of violation of school rules is contained in a vehicle, the following procedures may be initiated:

1. The principal or superintendent shall be notified by the person having knowledge of the facts about the vehicle and its contents.
2. If the principal or superintendent determines a search of the vehicle is appropriate, proper law enforcement authorities shall be contacted and informed of the relevant facts and circumstances.

Seizure of Property - If a search conducted in accordance with the search of vehicles produces evidence that the student has violated a school district policy, rule, or regulation, such evidence may be seized and impounded by school authorities and disciplinary action against the student may be initiated.

Sexual Harassment - Sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational performance or opportunities; (2) submission to or rejection of such conduct by an individual is used as a basis for education or participation in District activities; or (3) such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive learning environment.

Skipping Detentions and/or In-School Suspensions – Any unexcused absence from a detention assignment or a suspension assignment.

Stealing – Taking personal property, school property or any item that does not belong to the person in question.

Tardiness – Any student that is not in their seat when the final tone sounds signaling the start of class.

Tobacco Usage - For purposes of this policy, "tobacco" shall include cigarettes (commercial or home rolled), cigars, or tobacco in any other form, including smokeless tobacco, which is loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

Vehicle Usage - Motor driven vehicles will be parked in the school parking lot in a designated student area and will not be entered or moved until school is dismissed unless permission is granted by the principal or superintendent. Students are not to be in or on a motor driven vehicle during the noon hour. All vehicles must be registered in the office as to ownership and license number. No junior high school student shall be allowed to drive his/her own motor driven vehicle to school.

Weapons - Weapons are defined as any item whose major purpose is to inflict bodily harm. Any item used in a threatening manner may be considered as a weapon.

## ***XII. PARENTAL RIGHT NOTIFICATIONS***

### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 3<sup>rd</sup> – 11<sup>th</sup> will take standardized tests on as required by ISBE. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education

the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters
- Medical services
- Other support

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course

### **Parental Involvement (Title 1)**

#### General Expectations

Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.

In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand. If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency.

The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) *that parents play an integral role in assisting their child's learning;*
- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

### **Steven's Amendment**

Title I is a federally Funded program and subject to all Federal Guidelines and procedures.

### **English Language Learners**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the building principal.

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Unit Office.

### **Mandated Reporters**

All school personnel, including teachers, administrators, and members of the board of education are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Any time that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

### **Violent Offender Community Notification**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

### **Annual Written Notification Accessing Public Benefits and releasing Personally Identifiable Information to the Illinois Medicaid Program**

The federal special education law, the Individuals with Disabilities Improvement Act (2004), specifies each state's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free and appropriate education (FAPE) are provided to children with disabilities at no cost to the parent. This includes State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Illinois Department of Community Health program in order the access your or your child's public benefits.

You are entitled to have a copy of any information the school system releases to the state Medicaid program. This information includes your child's:

1. Name and Social Security Number
2. Date of birth
3. IEP documentation including evaluations
4. Dates and times services are provided to you child at school
5. Reports of your child's progress, including therapist notes, progress notes and report cards

Your child will continue to receive all required IEP services or health screenings at no cost to you. Reimbursed services do not limit coverage, change eligibility, effect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled. You make revoke your consent at any time. Revoking consent does not change the school districts responsibility to provide all required IEP services or screenings at no cost.

#### **Student Athlete Concussion and Head Injuries**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

- Comply with the concussion protocols, policies, and by-laws of the IHSA including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
  - A student athlete who exhibits signs, symptoms or behaviors consistent with a concussion in a practice or game shall be removed from participation of competition at that time.
  - A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
- Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardians must sign before the student is allowed to participate in a practice or interscholastic competition.
- Provide coaches and student athletes and their parent/guardians with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including risks inherent in continuing to play after a concussion or head injury
- Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

The A-C Central Webpage has a link to a video provided by the IHSA for online training about hands-only CPR and AED.

## Handbook Releases and Acknowledgements

*Please read and sign each of the following 3 sections (Media Release Form is optional)*

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of A-C Central rules and expectations. My signature below acknowledges receipt of the student/Parent Handbook. I understand the handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Parent/Guardian of: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### Authorization for Internet Access

Students, parent(s), and staff need to sign this Authorization for Internet Access yearly. I understand and will abide by the Authorization for Internet Access (included in the student guidelines). I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connect and having access to public networks, I hereby release the School District and its Board Members, employees, and agents from any claims and damages arising from my use, or inability to use, the Internet.

Date: \_\_\_\_\_ Grade: \_\_\_\_\_  
Please print user name: \_\_\_\_\_  
Signature: \_\_\_\_\_

**REQUIRED IF THE USER IS A STUDENT:**

I have read this authorization for Internet Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate inappropriate material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members for any harm caused by materials of software obtained via the school technology. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Date: \_\_\_\_\_  
Please print Parent/Guardian name: \_\_\_\_\_  
Parent / Guardian Signature: \_\_\_\_\_

**Media Release Form**

Throughout the year, the media and members of the community may cover the school's special events. We would like to include images of students on our website and the local print media; however, in accordance with federal privacy laws, we must obtain permission prior to publishing any images. Protecting the identities of students is a major priority. Any concerns regarding the publishing of these photographs or names can and are encouraged to be addressed with the administration.

The A-C Central School district has my permission to include the student(s) listed below in the A-C Central School District web page, A-C Central (and teacher's) social media, and in local print media:

_____	_____
Parent/Guardian Signature	Date
Parent/Guardian of: 1. _____ 2. _____ 3. _____	